



ST. PATRICK'S NATIONAL SCHOOL

Greystones, Co Wicklow

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Board of Management – Chairperson: Canon David Mungavin

CHILD SAFEGUARDING STATEMENT



2018

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1. Introduction

St Patrick's National 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 *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 Patrick's National School has agreed the *Child Safeguarding Statement* set out in this document. This statement has been drafted with reference to DES and Tusla guidelines.

2. Nature of service and principles to safeguard children from harm

The Board of Management has adopted and will implement fully and without modification the Department of Education and Skills' *Child Protection Procedures for Primary and Post Primary Schools 2017* as part of this overall *Child Safeguarding Statement*.

The **Designated Liaison Person** (DLP) is: **Eileen Jackson** (Principal)

The **Deputy Designated Liaison Person** (DDL) is: **Fearghal Mac Grianna** (Deputy Principal)

The Board of Management recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in all 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 following procedures are in place:

- In relation to any member of staff who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child attending the school, the school adheres to the relevant procedures set out in Chapter 7 of the *Child Protection Procedures for Primary and Post-Primary Schools 2017* and to the relevant agreed disciplinary procedures for school staff which are published on the DES website.
- In relation to the selection or recruitment of staff and their suitability to work with children, the school adheres to the statutory vetting requirements of the *National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016*, and to the wider duty of care guidance set out in relevant Garda vetting and recruitment circulars published by the DES and available on the DES website.
- In relation to the provision of information and, where necessary, instruction and training to staff in respect of the identification of the occurrence of harm (as defined in the 2015 Act), the school
 - has provided each member of staff with a copy of the school's *Child Safeguarding Statement*;
 - ensures all new staff are provided with a copy of the school's *Child Safeguarding Statement*;
 - encourages staff to avail of relevant training;
 - encourages Board of Management members to avail of relevant training.

The Board of Management maintains records of all staff and Board members' 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*.
- The Board of Management 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 *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*, the Board has carried out an assessment of any potential for harm to a child while attending the school or participating in school activities. A written assessment setting out the areas of risk identified, and the school's procedures for managing those risks, is attached as an Appendix to this statement. In undertaking this risk assessment, the Board of Management endeavoured to identify, as far as possible, the risks of

harm that are relevant to the 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 an annual risk assessment to manage and reduce risk to the greatest possible extent.

- The various procedures referred to in this Statement can be accessed via the school's website, the DES website or will be made available on request by the school.

Note

The above is not intended as an exhaustive list, and may be amended and updated from time to time.

3. Procedures

This *Child Safeguarding Statement* has been developed in line with requirements under the *Children First Act 2015*, the *Children First: National Guidance*, and *Tusla's Child Safeguarding: A Guide for Policy, Procedure and Practice*.

In addition to the procedures listed in the risk assessment (ref Appendix), the following procedures support our intention to safeguard children while they are availing of our service (ref *Tusla, Guidance on developing a Child Safeguarding Statement*, p10):

- ⇒ Procedure for the management of allegations of abuse or misconduct against staff/volunteers;
- ⇒ Procedure for the safe recruitment and selection of staff and volunteers to work with children;
- ⇒ Procedure for provision of and access to child safeguarding training and information, including the identification of the occurrence of harm;
- ⇒ Procedure for the reporting of child protection or welfare concerns to Tusla;
- ⇒ Procedure for maintaining a list of mandated persons.

4. Risk Assessment

The school's Risk Assessment (ref Appendix 1) was prepared in consultation with Board of Management, staff, parent, and pupil representatives. It is 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*. It may be revised as/when such requirements are noted.

5. Ratification

This *Child Safeguarding Statement* was ratified by the Board of Management on 9th March 2018.

6. Communication

This Statement has been made available to school personnel, the Parent Teacher Association (PTA), and the Patron. It is also published on the school's website, and is available from the School Office. It may be provided to the DES and Tusla on request.

7. Review

The *Child Safeguarding Statement* and *Risk Assessment* are reviewed by the Board of Management at the first Board meeting of each school year, or as soon as practicable after there has been a material change in any matter to which this statement refers.

Date of next review: **September 2018**

Signed: _____

Canon D Mungavin
Chairperson,
Board of Management

Signed: _____

Eileen Jackson
Principal & Secretary to the Board of Management

Date: _____

Date: _____

Appendix 1

(ref DES, *Child Protection Procedures for Primary and Post Primary Schools*, 2017)

Child Safeguarding Risk Assessment

NOTE: This assessment document may be revised as/when such requirements are noted.

	School activity	Risk identified	Risk level HIGH MEDIUM LOW	Procedure(s) in place to address identified risk
1	Child Protection training by school personnel	Harm not recognised, reported promptly, or addressed appropriately	MEDIUM	<ul style="list-style-type: none"> • <i>Child Safeguarding Statement</i> and DES procedures available to all school personnel; • DLP and DDLP to attend PDST face-to-face training; • Staff sign-off on <ul style="list-style-type: none"> - knowledge of <i>Children First Guidelines</i> - knowledge of <i>Child Safeguarding Statement & Risk Assessment</i> - completed on-line training module (Tusla) - completed on-line training module (PDST); • BOM knowledge of Child Protection procedures; • information available on website for parents; • Child Protection on Agenda at all BOM meetings.
2	Data Protection	Inappropriate sharing of confidential information	HIGH	<ul style="list-style-type: none"> • <i>Aladdin</i> database access password protected with all information on a need-to-know basis; • Confidential documents securely stored; • Soft copies of individual reports, IEPs/ILPs, etc stored on <i>Aladdin</i> database (password protected); • Professional reports, etc to be stored on <i>Aladdin</i>, with access on need-to-know basis only; • Hard copies of confidential reports, etc securely stored; • SNA records to be securely stored (individual lockers available); • Parental consent required prior to transfer of data (eg inter-school transfer).
3	Daily arrival and dismissal of pupils	Harm to pupils by adults/ other children	HIGH	<ul style="list-style-type: none"> • Implementation of: <ul style="list-style-type: none"> - <i>Code of Behaviour</i> - <i>Anti-Bullying Policy</i> - <i>Health and Safety Policy</i> - <i>Supervision Policy</i> • Children may not arrive at school before 8.25am, and should be in appropriate classrooms by 8.45am; • In case of delay in collection, etc, children to stay at Reception Area (designated as meeting point) under supervision, along with a minimum of 2 adults/children.
4	Classroom teaching	Harm to pupils	LOW	<ul style="list-style-type: none"> • Implementation of: <ul style="list-style-type: none"> • <i>Code of Behaviour</i> • <i>Anti-Bullying Policy</i> • <i>Health and Safety Policy</i> • <i>Supervision Policy</i> • If a Teacher must leave the classroom, the door should be left open & a neighbouring Teacher notified, who will then oversee the class in the interim.
5	Group work in adjacent learning areas	Harm to pupils	MEDIUM	<ul style="list-style-type: none"> • Implementation of: <ul style="list-style-type: none"> • <i>Code of Behaviour</i> • <i>Anti-Bullying Policy</i> • <i>Health and Safety Policy</i> • <i>Supervision Policy</i> • Doors should be left open & Teacher moving freely and constantly between areas (ideally with a second adult, eg SNA available).
6	One-to-one teaching	Harm to pupils by school personnel	MEDIUM	<ul style="list-style-type: none"> • glass panel in doors of AEN Support classrooms; • comprehensive <i>AEN Support Policy</i> and procedures.

7	AEN supports (eg OT activities, movement breaks)	Harm to pupils	MEDIUM	<ul style="list-style-type: none"> Implementation of: <ul style="list-style-type: none"> - <i>Code of Behaviour</i> - <i>Anti-Bullying Policy</i> - <i>Health and Safety Policy</i> - <i>Supervision Policy</i> glass panel in doors of AEN Support classrooms; comprehensive <i>AEN Support Policy</i> and procedures at least 2 children with a teacher/SNA; sensory breaks to be based in Reception Area, with access to appropriate support resources available.
8	Outdoor teaching	Harm to pupils	HIGH	<ul style="list-style-type: none"> Implementation of: <ul style="list-style-type: none"> - <i>Code of Behaviour</i> - <i>Anti-Bullying Policy</i> - <i>Supervision Policy</i> - <i>Health & Safety Policy</i> All staff & helpers to wear high-viz tabards; All visiting tutors/helpers to wear lanyards; All visitors to sign in/sign out; Visitors to be accompanied by a designated member of staff at all times A minimum of 2 children to leave the group at any time (eg to go inside to toilets, etc).
9	Toilet & cloakroom areas	Inappropriate behaviour	HIGH	<ul style="list-style-type: none"> Implementation of: <ul style="list-style-type: none"> - <i>Supervision Policy</i> Age-appropriate classroom-based protocols are in place for children who leave the classroom to use the toilets during the school day, to allow minimum engagement with other children in such situations. Designated toilets are used during break times, to maximise effective supervision of pupils.
10	Curriculum provision in <ul style="list-style-type: none"> • SPHE • RSE • Stay Safe 	Non-teaching of curriculum areas	MEDIUM	<ul style="list-style-type: none"> Implementation of: <ul style="list-style-type: none"> • <i>SPHE Curriculum</i> (incl RSE) • <i>Stay Safe Programme</i> Agreed whole-school calendar for all programmes.
11	ICT usage by pupils	Bullying and inappropriate ICT usage	MEDIUM	<ul style="list-style-type: none"> Implementation of: <ul style="list-style-type: none"> - <i>ICT Acceptable Use Policy (AUP)</i> - <i>Code of Behaviour</i> - <i>Anti-Bullying Policy</i> (ref cyber-bullying) - <i>Mobile Phone and Electronic Games Policy</i> Children's access to ICT is under the supervision of a teacher or other authorised designated adult.
12	ICT usage by staff	Inappropriate ICT usage by school personnel, parents, others	HIGH	<ul style="list-style-type: none"> Implementation of: <ul style="list-style-type: none"> - <i>ICT Acceptable Use Policy (AUP)</i> School personnel may record school events, but must delete all such images from personal devices within 5 working days Parents may record school events, unless advised explicitly not to do so, but may not share such images on social media.
13	Recreation breaks	Injury or harm to pupils; Bullying; Harm not recognised or properly/ promptly reported	HIGH	<ul style="list-style-type: none"> Implementation of: <ul style="list-style-type: none"> - <i>Code of Behaviour</i> - <i>Anti-Bullying Policy</i> - <i>Health and Safety Policy</i> - <i>Supervision Policy</i> Staff must have minimum of 2 children present when administering First Aid
14	School snacks & lunches	Inappropriate food (ref allergies, etc) and insufficient lunch provision	MEDIUM	<ul style="list-style-type: none"> Implementation of: <ul style="list-style-type: none"> - <i>Healthy Lunch Policy</i> Class Teachers monitor pupils' food, <ul style="list-style-type: none"> - in case of inclusion of items to which other children are allergic - in case a child's food appears insufficient to their needs.
15	Administration of Medication and/or First Aid	Risk to child/children's health and well-being	HIGH	<ul style="list-style-type: none"> Implementation of: <ul style="list-style-type: none"> - <i>Administration of Medication Policy</i> - <i>Care Plan for Allergies, etc</i>

				<ul style="list-style-type: none"> • Regular communication with parents/ guardians and outside agencies (as appropriate); • Details of allergies, etc & the required treatment easily accessible; • Completion of <i>Medication Indemnity</i> for all medication administered in school; • No medication to be brought to school without the knowledge of the Principal & Class Teacher; • No 'incidental' medication to be administered in school eg paracetamol, cough medication, etc) • All medication bagged & labelled, stored safely & securely, c/o the School Secretary (or Class Teacher, if necessary); • EpiPens, etc stored safely, with appropriate ease of access, and accompanied by clear instructions for administration; • basic essential information re allergies on a laminated sheet on relevant Class Teachers' & AEN Support Teachers' desks. • All medication that must be kept in a classroom to be stored in special, labelled container and to be stored safely; • All medication audited termly by the School Secretary.
16	Care of children with notifiable illnesses	Harm to pupils / others	HIGH	<ul style="list-style-type: none"> • Implementation of: <ul style="list-style-type: none"> - <i>Administration of Medication Policy</i> - <i>Care Plan for Allergies, etc</i> - <i>Management of Infectious Diseases in Schools</i> (HSE) • Regular communication with parents/ guardians and outside agencies (as appropriate); • Protocols in place that children who are ill must go home (may not return to school until a minimum of 24 hours after vomiting); • Notification regarding infectious diseases (ref <i>Management of Infectious Diseases in Schools</i> (HSE)).
17	Care of children with additional needs (incl intimate care needs)	Harm to pupils	HIGH	<ul style="list-style-type: none"> • Differentiated programmes for the teaching of RSE, <i>Stay Safe</i>, etc; • Implementation of: <ul style="list-style-type: none"> - <i>Intimate Care Guidelines</i> - <i>SNA Support Policy</i> • Always a second designated adult adjacent to the administration of intimate care needs support.
18	Care of pupils with specific vulnerabilities/ needs	Bullying by school personnel / others	HIGH	<p>The school implements the following programmes:</p> <ul style="list-style-type: none"> • <i>Code of Behaviour</i> • <i>Anti-Bullying Policy</i>
19	Management of challenging behaviour amongst pupils (incl appropriate use of restraint, where required)	Injury to pupils and school personnel	HIGH	<ul style="list-style-type: none"> • Implementation of: <ul style="list-style-type: none"> - <i>Code of Behaviour</i> - <i>Anti-Bullying Policy</i> - <i>Health and Safety Policy</i> - <i>Supervision Policy</i> - <i>AEN Support Policy</i> - <i>Using Physical Interventions and Restrictive Practices - Guidelines</i> • Staff CPD (incl training in appropriate restraint)
20	Prevention & dealing with bullying amongst pupils	Harm to pupils	HIGH	<ul style="list-style-type: none"> • Implementation of: <ul style="list-style-type: none"> • <i>Code of Behaviour</i> • <i>Anti-Bullying Policy</i> • <i>Supervision Policy</i> • All interviews with children must be done in open view of other people, ie in a room with glass window panel(s) or with the door open.
21	Application of sanctions		HIGH	<ul style="list-style-type: none"> • Implementation of: <ul style="list-style-type: none"> - <i>Code of Behaviour</i> - <i>Anti-Bullying Policy</i> - <i>Supervision Policy</i> - <i>Acceptable Use Policy (AUP)</i>.

22	Swimming: use of toilets, showers, changing facilities at pool	Inappropriate behaviour by school personnel / others	HIGH	<ul style="list-style-type: none"> Implementation of <ul style="list-style-type: none"> - <i>Garda Vetting Policy</i> - <i>Supervision Policy</i> - <i>Health & Safety Policy</i> All staff to wear high-viz tabards All volunteer helpers to be Garda vetted, this information stored on each child's file on <i>Aladdin</i> & available on a need-to-know basis; All volunteer helpers to wear lanyards; At least 2 supervising adults in a changing room with children.
23	Off-site school activities (eg sports events)	Harm to pupils	MEDIUM	<ul style="list-style-type: none"> Implementation of <ul style="list-style-type: none"> - <i>Tours and Excursions Policy</i> - <i>Supervision Policy</i> At least 2 supervising adults should accompany the excursion to the event Supervising volunteers to be Garda vetted and to be sent <i>Tours & Excursions Policy – parent/volunteer guidelines</i> by e-mail before-hand with requirement for reply confirming that guidelines have been read & understood, and are agreed; Volunteers who transport children to events must be Garda vetted & have written parental consent.
24	School tours & excursions	Harm to pupils	MEDIUM	<ul style="list-style-type: none"> Implementation of <ul style="list-style-type: none"> - <i>Tours and Excursions Policy</i> - <i>Supervision Policy</i> Supervising volunteers to be Garda vetted and to be sent <i>Tours & Excursions Policy – parent/volunteer guidelines</i> by e-mail before-hand with requirement for reply confirming that guidelines have been read & understood, and are agreed; Volunteers who transport children to or from the school must be Garda vetted & have written parental consent.
25	School tours & excursions (residential)	Harm to pupils	HIGH	<ul style="list-style-type: none"> Implementation of <ul style="list-style-type: none"> - <i>Tours and Excursions Policy</i> - <i>Supervision Policy</i> Supervising volunteers to be Garda vetted and to be sent <i>Tours & Excursions Policy – parent/volunteer guidelines</i> by e-mail before-hand with requirement for reply confirming that guidelines have been read & understood, and are agreed; Every effort will be made to ensure that 2 supervising adults are together with the children in dorms, canteens, etc A minimum of 2 children present with supervisors at all times; Volunteers who transport children to or from the school must be Garda vetted & have written parental consent.
26	Transport of child(ren) off-site (eg Church for school services)	Harm to pupils	MEDIUM	<ul style="list-style-type: none"> At least 2 children should travel together with the designated driver; Staff or volunteers who transport children by car to events must be Garda vetted & have written parental consent.
27	Parents & Volunteers	Harm to pupils	MEDIUM	<ul style="list-style-type: none"> Garda Vetted by school (via COIBOE); Under supervision of designated Teacher; Advised of DLP & DDLP Given <i>GUEST</i> lanyards Never 1:1 with pupils unsupervised; Given copy of <ul style="list-style-type: none"> - <i>Child Safeguarding Statement & Risk Assessment</i> - <i>Supervision Policy</i> - <i>Tours & Excursions Policy.</i>
28	Visitors	Harm to pupils	MEDIUM	<ul style="list-style-type: none"> Sign-in/Sign-Out at School Office Given <i>GUEST</i> lanyards Accompanied by a designated member of staff at all times. If extensive work is required (eg plumber/ electrician), this must be scheduled for after-school.
29	Recruitment of school personnel	Harm not recognised, or reported promptly or correctly	MEDIUM	<ul style="list-style-type: none"> Garda Vetting procedures; Statutory Declaration and Form of Understanding; Sign-off on

				<ul style="list-style-type: none"> - knowledge of <i>Children First Guidelines</i> - knowledge of <i>Child Safeguarding Statement & Risk Assessment</i> - completed on-line training module (Tusla) - completed on-line training module (PDST).
30	Students on school placement (teaching)	Harm to pupils	MEDIUM	<ul style="list-style-type: none"> • Garda Vetted by College; • Under supervision of designated Teacher; • Advised of DLP & DDLP • Given <i>GUEST</i> lanyards • Given copy of <ul style="list-style-type: none"> - <i>Child Safeguarding Statement & Risk Assessment</i> - <i>Supervision Policy</i>.
31	Work experience College/ TY students	Harm to pupils or students	LOW	<ul style="list-style-type: none"> • Garda Vetted by school (via COIBOE); • Under supervision of designated Teacher; • Advised of DLP & DDLP • Given <i>GUEST</i> lanyards • Never 1:1 with pupils unsupervised; • Given copy of <ul style="list-style-type: none"> - <i>Child Safeguarding Statement & Risk Assessment</i> - <i>Supervision Policy</i>.
32	School production or presentation to parents within school day	Harm to pupils or others	MEDIUM	<ul style="list-style-type: none"> • Implementation of: <ul style="list-style-type: none"> - <i>Code of Behaviour</i> - <i>Anti-Bullying Policy</i> - <i>Supervision Policy</i> • All visitors to go to the designated area only (eg hall/classroom); • Parents who wish their children to leave before the end of the school day must sign them out • Parents who wish their children to leave before the end of the school day with another adult must give written consent.
33	School production or presentation to parents outside school day (eg School Concert)	Harm to pupils or others	HIGH	<ul style="list-style-type: none"> • Implementation of: <ul style="list-style-type: none"> - <i>Code of Behaviour</i> - <i>Anti-Bullying Policy</i> - <i>Supervision Policy</i> • All staff & helpers to wear high-viz tabards or easily-identifiable costume • All visiting helpers to wear lanyards • Protocols to be followed by organisers for <ul style="list-style-type: none"> - supervision of arrival and departure of all - supervision of exits during performance/show - supervision of toilet access during performance/show • Children may not attend, unless under supervision of an adult • Adults must take responsibility for the children in their care.
34	Annual Fun Day	Harm to pupils or others	HIGH	<ul style="list-style-type: none"> • Implementation of: <ul style="list-style-type: none"> - <i>Code of Behaviour</i> - <i>Anti-Bullying Policy</i> - <i>Supervision Policy</i> • All staff & helpers to wear high-viz tabards • All visiting helpers to wear lanyards • Parents who wish their children to leave before the end of the school day must sign them out • Parents who wish their children to leave before the end of the school day with another adult must give written consent.
35	Extra-curricular activities	Harm to pupils	MEDIUM	<ul style="list-style-type: none"> • All coaches, instructors, tutors, etc must be Garda vetted • Implementation of <ul style="list-style-type: none"> - <i>Extra-Curricular Activities Policy</i> • No 1:1 tuition may be provided • A minimum of 2 children present with supervisors at all times.
36	Use of school premises by other organisation(s) / individual tutors, coaches, etc	Harm to pupils or others	MEDIUM	<ul style="list-style-type: none"> • All others who use the school premises (incl Smiley Sunflowers) are given a copy of the school's <i>Child Safeguarding Statement</i>, and are required to have their own Safeguarding Statement and Risk 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 the 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 an annual risk assessment to manage and reduce risk to the greatest possible extent.

This risk assessment was ratified by the Board of Management on 9th March 2018.

It is reviewed by the Board of Management as part of the school’s annual review of the *Child Safeguarding Statement* at the first Board meeting of each school year.

Signed: _____
Chairperson
Board of Management

Signed: _____
Principal/Secretary to the Board of Management

Date: _____

Date: _____

Appendix 2

Report Forms

Relevant report forms can be downloaded from the Tusla website:

<http://www.tusla.ie/children-first/publications-and-forms/>

Appendix 3

(ref DES, *Child Protection Procedures for Primary and Post Primary Schools*, 2017)

Checklist for annual review of the *Child Safeguarding Statement*

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

The checklist is designed as an aid to conducting this review and is not intended as an exhaustive list of the issues to be considered. Individual Boards of Management shall include other items in the checklist that are of relevance to the school in question.

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

	Yes/No
1. Has the Board formally adopted a <i>Child Safeguarding Statement</i> in accordance with the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	
2. As part of the school's <i>Child Safeguarding Statement</i> , has the Board formally adopted, without modification, the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	
3. Does the school's <i>Child Safeguarding Statement</i> include a written assessment of risk as required under the <i>Children First Act 2015</i> ?	
4. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	
5. Has the DLP attended available child protection training?	
6. Has the Deputy DLP attended available child protection training?	
7. Have any members of the Board attended child protection training?	
8. Are there both a DLP and a Deputy DLP currently appointed?	
9. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	
10. Has the Board arrangements in place to communicate the school's <i>Child Safeguarding Statement</i> to new school personnel?	
11. Is the Board satisfied that all school personnel have been made aware of their responsibilities under the 'Child Protection Procedures for Primary and Post Primary Schools 2017' and the <i>Children First Act 2015</i> ?	

12. Has the Board received a Principal's Child Protection Oversight Report at each Board meeting held since the last review was undertaken?	
13. Since the Board's last review, was the Board informed of any child protection reports made to Tusla/An Garda Síochána by the DLP?	
14. Since the Board's last review, was the Board informed of any cases where the DLP sought advice from Tusla/and as a result of this advice, no report to the HSE was made?	
15. Since the Board's last review, was the Board informed of any cases where an allegation of abuse or neglect was made against any member of school personnel?	
16. Has the Board been provided with and reviewed all documents relevant to the Principal's Child Protection Oversight Report?	
17. Is the Board satisfied that the child protection procedures in relation to the making of reports to Tusla/An Garda Síochána were appropriately followed in each case reviewed?	
18. Is the Board satisfied that, since the last review, all appropriate actions are being or have been taken in respect of any member of school personnel against whom an allegation of abuse or neglect has been made?	
19. Were child protection matters reported to the Board appropriately recorded in the Board minutes?	
20. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	
21. Has the Board been notified by any parent in relation to that parent not receiving the standard notification required under section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	
22. In relation to any cases identified at question 21 above, has the Board ensured that any notifications required section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Schools 2017' were subsequently issued by the DLP?	
23. Has the Board ensured that the Parents' Association (if any), has been provided with the school's Child Safeguarding Statement?	
24. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	
25. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	
26. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)	
27. Has the Board ensured that the Wellbeing Programme for Junior Cycle students is implemented in full in the school? (applies to post-primary schools)	

28. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	
29. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *	
30. Is the Board satisfied that the Department's requirements in relation to the provision of a child protection related statutory declaration and associated form of undertaking have been met in respect of persons appointed to teaching and non-teaching positions?	
31. Is the Board satisfied that, from a child protection perspective, thorough recruitment and selection procedures are applied by the school in relation to all school personnel (employees and volunteers)?	
32. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	
33. Has the Board sought the feedback of parents in relation to the school's compliance with the requirements of the child safeguarding requirements of the 'Child Protection Procedures for Primary and Post Primary Schools 2017'	
34. Has the Board sought the feedback of pupils in relation to the school's child safeguarding arrangements?	
35. Is the Board satisfied that the 'Child Protection Procedures for Primary and Post Primary Schools 2017' are being fully and adequately implemented by the school?	
36. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	
37. Has the Board put in place an action plan containing appropriate timelines to address those aspects of the school's Child Safeguarding Statement and/or its implementation that have been identified as requiring further improvement?	
38. Has the Board ensured that any areas for improvement that that were identified in any previous review of the school's Child Safeguarding Statement have been adequately addressed?	

Signed: _____
Chairperson
Board of Management

Signed: _____
Principal /
Secretary to Board of Management

Date: _____

Date: _____

Appendix 4

(ref DES, *Child Protection Procedures for Primary and Post Primary Schools*, 2017)

Notification regarding the Board of Management's review of the *Child Safeguarding Statement*

To: all members of the St Patrick's National School community

The Board of Management of St Patrick's National School wishes to inform you that:

The Board of Management's annual review of the school's *Child Safeguarding Statement* was completed at the Board meeting of INSERT DATE.

This review was conducted in accordance with the 'Checklist for review of the Child Safeguarding Statement' published on the Department of Education and Skills' website www.education.ie.

Signed: _____

Chairperson
Board of Management

Signed: _____

Principal /
Secretary to the Board of Management

Date: _____

Date: _____

Appendix 5

https://www.education.ie/en/Schools-Colleges/Information/Child-Protection/child_protection_guidelines.pdf

Child Protection Procedures for Primary and Post-Primary Schools 2017

Department of Education and Skills



Appendix 6

https://www.dcy.gov.ie/viewdoc.asp?fn=%2Fdocuments%2FChildren_First%2FChildrenFirstGuidance.htm&mn=chie3g&nID=2

The logo for Children First is centered within a white circle. The word "Children" is written in a dark blue, sans-serif font. Below it, the word "First" is written in a teal, sans-serif font. The letter "i" in "First" is stylized as a yellow figure with a blue head, representing a child. The background of the page is split diagonally from the top-left to the bottom-right. The upper-left portion is yellow with a repeating pattern of small, light blue circles. The lower-right portion is a solid teal color.

**Children
First**

Appendix 7

Children First Act (2015)

<http://www.irishstatutebook.ie/eli/2015/act/36/enacted/en/pdf>

Appendix 8

DES Circular 0081/2017

https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0081_2017.pdf