

## Mandatory Template 1: Child Safeguarding Statement and Risk Assessment Template

### **Child Safeguarding Statement**

Holy Family Girl's National School, Askea, is a primary school providing primary education to pupils from Junior Infants to Sixth Class.

In accordance with the requirements of the [Children First Act 2015](#), [Children First: National Guidance for the Protection and Welfare of Children 2017](#), [the Addendum to Children First \(2019\)](#), the [Child Protection Procedures for Primary and Post Primary Schools 2017](#) and [Tusla Guidance on the preparation of Child Safeguarding Statements](#), the Board of Management of Holy Family GNS, Askea, 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 Ms. Anne Fitzpatrick
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Ms. June Farrell.
- 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 March, 2018

This Child Safeguarding Statement was reviewed by the Board of Management on 01/11/2021

Signed: Rev. Fr. Thomas Little  
Chairperson of Board of Management

Signed: Anne Fitzpatrick  
Principal/Secretary to the Board of Management

Date: 01/11/2021

Date: 01/11/2021

## Child Safeguarding Risk Assessment

### Written Assessment of Risk of Holy Family Girl's National School, Askea, Carlow.

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 Post-Primary Schools 2017*, the following is the Written Risk Assessment of Holy Family Girl's National School, Askea, Carlow.

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 –
<p>(insert list of school activities in this section)</p> <ol style="list-style-type: none"> <li>1. Daily arrival and dismissal of pupils.</li>   <li>2. Recreation breaks for pupils.</li>   <li>3. Classroom Teaching.</li> </ol>	<p>(insert risks of harm identified in this section)</p> <ol style="list-style-type: none"> <li>1. Risk of harm as children arrive at and leave the school building.</li>   <li>2. Risk of harm while children have lunch indoors and play outdoors.</li>   <li>3. Risk of harm due to verbal or physical abuse. Risk of harm not being recognised by school personnel. Risk of harm by a member of school personnel/another pupil. Risk of harm not being</li> </ol>	<p>(insert the procedures in place to address risks of harm in this section)</p> <ol style="list-style-type: none"> <li>1. Supervision by school staff is provided at and around all entry and exit points for arrival and dismissal times. Supervision Policy is provided. A staff supervision rota is in place. Parents are informed of start time for morning supervision. Pupils are dismissed at designated doors by school staff. If parents/guardians are late collecting/do not collect pupils, parents and pupils know that pupils return to the school building while staff try to make contact with parents.</li>   <li>2. Supervision by school staff is provided in classrooms while pupils have lunch. A rota is provided to all staff. Supervision by school staff is provided on route to the playground, during playtime and returning to the school building. Supervision Policy is in place.</li>   <li>3. All teachers/SNAs and ancillary staff are provided with a copy of the school's Child Safeguarding Statement. Student teachers/Students on TY work placement/Visiting tutor are provided with a copy of the school's Child</li> </ol>

<p>4. One-to-one teaching.</p> <p>5. One-to-one counselling.</p> <p>6. Outdoor teaching activities.</p> <p>7. Sporting activities.</p>	<p>reported properly and promptly by school personnel. Risk of harm by visiting tutor supplementing curriculum. Risk of harm by Student teacher/Student on work placement/Visiting tutor.</p> <p>4. Risk of harm due to inappropriate relationship/communication between pupil and adult.</p> <p>5. Risk of harm due to inappropriate relationship/communication between pupil and adult.</p> <p>6. Risk of harm due to inadequate supervision of pupils while participating in outdoor organised activities. Strangers present outdoors.</p> <p>7. Risk of harm due to inadequate supervision of pupils while participating in sports activities Strangers present outdoors.</p>	<p>Safeguarding Statement. Child Protection Procedures for Primary and Post-Primary School 2017 document is provided to all school personnel. School personnel are expected to adhere to the Child Protection Procedures, 2017. Child safeguarding Statement and Anti-Bullying Policies are reviewed by BoM each year. School's Code of Behaviour is available to all on the school website. All school personnel participate in Child Protection in-service training and records of this training are retained in the school. All school personnel are Garda vetted. All teaching staff are members of the Teaching Council of Ireland.</p> <p>4. The school's Child Safeguarding Statement has an appendix outlining guidelines for on-to-one teaching in the school. Glass windows are provided on LS. Room doors. If there is not a glass window, the door is open at all times during teaching sessions. All teachers and staff are Garda vetted.</p> <p>5. The school's Child Safeguarding Statement has an appendix outlining guidelines for on-to-one teaching/counselling in the school. Glass windows are provided on LS. Room doors. If there is not a glass window, the door is open at all times during teaching/counselling sessions. All teachers and staff are Garda vetted. Visiting HSE personnel, for counselling sessions with parental permission, are Garda vetted.</p> <p>6. Pupils are taught by school staff for outdoor activities. School staff are Garda vetted. If a visiting coach is teaching a group of pupils outdoors, the class teacher is always present. Visiting coaches are Garda vetted. The school has a Health and Safety Policy in place.</p> <p>7. School staff teach sporting activities as part of the curriculum. School staff are Garda vetted. If a visiting</p>
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<p>8. Annual Sports Day.</p> <p>9. School trip</p> <p>10. Use of off-site facilities for school activities.</p> <p>11. Use of toilet facilities in school.</p>	<p>8. Risk of harm to pupils due to inadequate supervision at annual sports days. Strangers present outdoors.</p> <p>9. Risk of harm due to inadequate supervision in different environments.</p> <p>10. Risk of harm due to inadequate supervision in different environments.</p> <p>11. Risk of harm while toilet areas are in use by pupils.</p>	<p>coach is teaching a sporting activity outdoors, the class teacher is always present. Visiting coaches are Garda vetted.</p> <p>8. School staff organise a sport day/days annually as part of the curriculum. School staff are Garda vetted. If a visiting coach is facilitating a sporting activity outdoors, the class teacher is always present. Visiting coaches are Garda vetted.</p> <p>9. Appropriate pupil teacher-ratio for school trips is adhered to. 1 teacher per 10 pupils, Junior Infants to Second Class. SNAs accompany where appropriate. 1 teacher per 15 pupils, Third to Sixth classes. SNAs accompany where appropriate. Additional teachers will accompany as deemed necessary. All School staff are Garda vetted. Pupils are at all times supervised by school staff on such trips. Reputable transport companies are employed by the school. Teachers/staff travel on all vehicles with adequate pupil/teacher ratio.</p> <p>10. Appropriate pupil teacher-ratio for school trips is adhered to. 1 teacher per 10 pupils, Junior Infants to Second Class. SNAs accompany where appropriate. 1 teacher per 15 pupils, Third to Sixth classes. SNAs accompany where appropriate. Additional teachers will accompany as deemed necessary. All School staff are Garda vetted. Pupils are at all times supervised by school staff on such trips. Reputable transport companies are employed by the school. Teachers/staff travel on all vehicles with adequate pupil/teacher ratio.</p> <p>11. Pupil toilets are located in an area inside each classroom. Class teacher is present during school day. A staff supervision rota is provided for lunch breaks. Pupils wear tracksuit on PE days, eliminating the need for clothes</p>
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<p>12. Care of children with special educational needs, including intimate care where needed.</p> <p>13. Administration of medicines.</p> <p>14. Administration of First Aid.</p> <p>15. Curricular provision in respect of SPHE, RSE and Stay Safe Programme.</p> <p>16. Prevention and dealing with bullying amongst pupils including appropriate use of restraint where required.</p>	<p>12. Risk of harm to pupils with SEN who have particular vulnerabilities.</p> <p>13. Risk of harm to pupils from inappropriate administering of medication.</p> <p>14. Risk of harm to pupils from inappropriate First Aid.</p> <p>15. Risk to pupils from inadequate provision of the SPHE, HSE and Stay Safe Programmes.</p> <p>16. Risk of harm to pupils from bullying behaviour.</p>	<p>change. Smaller LS. rooms do not have toilet facilities, so pupils return to their classroom, in this case to avail of toilet facilities.</p> <p>12. All school personnel are Garda vetted. All SNAs are Garda vetted. SNAs will look after the intimate care needs of pupils in need of such care. Two adults will work together in such cases. SNAs engage with Child Protection training. The school has a SEN Policy.</p> <p>13. A School Policy on Administration of Medicines is provided. It is preferable if parents/guardians administer medicines to their children while at school. If this is not possible, a document giving school staff permission to administer medication, is provided and signed by parent/guardian. Information on pupils with medical conditions is provided by parent/guardians and stored with pupil's profile on Aladdin Schools.</p> <p>14. Medical information for pupils is recorded on Aladdin. Allergies and medical conditions re pupils are provided by parents. There is a supply of basic first aid equipment located in a centrally located press. Parents/Guardians are contacted immediately for serious injuries – Emergency services will be contacted for more serious injuries. A Critical Incident Plan is in place.</p> <p>15. School Management and Staff are fully compliant with the planning and implementation of SPHE, RSE and Stay Safe Programmes.</p> <p>16. Emphasis is placed on positive behaviour for all in school at all times. The school provides a Code of Behaviour to all members of the school community. There is a copy of the school's Anti-Bullying Policy in all rooms in the school. Pupils are informed of the Anti-Bullying Policy by staff, at</p>
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<p>17. Applications of sanctions under the school’s Code of Behaviour.</p> <p>18. Use of Information and Communication Technology (ICT) by pupils in school. Online Safety for pupils.</p> <p>19. Use of photography/video/any media to record school events.</p>	<p>17. Risk of harm to pupils through inadequate responses of school personnel to behaviours. Risk of families being unaware of sanctions.</p> <p>18. Risk of harm to pupils by inappropriate use of ICT. Risk of harm to pupils when online.</p> <p>19. Risk of harm to pupils by personnel through inappropriate distribution of digital images/video through digital or other methods.</p>	<p>school assemblies and during a dedicated anti-bullying campaign organised annually, in March, to promote positive behaviour. The school’s Anti-Bullying Policy adheres to requirements of the Anti-Bullying Procedures for Primary and Post-Primary Schools. Anti-Bullying Policy is reviewed each year by BoM. Staff Supervision rota is employed at all times at arrival/dismissal/break times.</p> <p>17. School Code of Behaviour is made available to all members of the school community.</p> <p>18. Mobile phones are not permitted for pupils. For health and safety reasons and with parental permission, pupils walking to/from school alone, may take a phone to school. This device is given to the class teacher during the day and is stored in a designated place in the classroom. Phone is returned to the pupil at dismissal time. Written parental permission is essential in this. Monitoring of this situation takes place through communication with parent/guardian. Internet safety presentations are offered to parents and to pupils. Use of ICT in school is supervised by school staff. Acceptable Use Policy is provided for use of digital equipment. The school has a Mobile Phone Policy.</p> <p>19. The school’s code of behaviour is made available to all members of the school community. Acceptable use Policy is provided. Parents sign/do not sign a permission form for pupil images/video to be used for school/educational purposes. Recordings are for school/educational purposes only.</p> <p>20.</p>
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<p>20. Homework Club.</p>	<p>20. Risk of harm to pupils due to inadequate supervision of pupils while participating in a school staff organised, homework club.</p>	<p>All teachers are provided with a copy of the school's Child Safeguarding Statement. A copy of Child Protection Procedures for Primary and Post Primary Schools is provided to all staff. Staff are expected to adhere to the Child Protection Procedures, 2017. All school personnel are Garda vetted. Teaching staff are members of the Teaching Council.</p>
<p>21. Training of school personnel in child protection matters.</p>	<p>21. Risk of harm to pupils by school personnel not recognising or reporting harm.</p>	<p>21. Child Protection Procedures for Primary and Post-Primary 2017 is made available to all personnel. Child Safeguarding Statement and Risk Assessment are made available to all school personnel. Names of DLP and DDLP are displayed in the front foyer of the school. All staff have completed TUSLA Children First Training. Duty Care Social Worker will be contacted by DLP for advice when required. Copies of all Child Protection Reports are retained securely in a locked safe in the Principal's office. BoM members are encouraged to attend training. Records are kept of such training. Child Safeguarding Statement is made available to substitute staff.</p>
<p>22. Use of external personnel to supplement the curriculum.</p>	<p>22. Risk of harm to pupils by external tutor.</p>	<p>22. A member of the school teaching staff is present at all times if external personnel are supplementing the curriculum. School staff are Garda vetted. Visiting tutors are Garda vetted. Tutors visiting the school must present Garda Vetting documents. Copies are retained in the school. All tutors and visitors must present to reception before being admitted to the school.</p>
<p>23. Use of extra personnel to support sports + other extra-curricular activities.</p>	<p>23. Risk of harm to pupils by external sports coach.</p>	<p>23. A member of the school teaching staff is present at all times if external sports coaches are providing sports training or any extra-curricular activity. School staff are Garda vetted. Visiting sports coaches are Garda vetted. Coaches visiting the school must present Garda Vetting documents. Copies are retained in the school. All sports</p>

<p>24. Participation by pupils in religious ceremonies/religious instruction external to the school.</p> <p>25. Care of pupils with specific vulnerabilities/needs:</p> <ul style="list-style-type: none"> <li>● Pupils from ethnic minorities/migrants</li> <li>● Members of the Traveller Community</li> <li>● Lesbian, gay, bisexual or transgender children</li> <li>● Pupils perceived to be LGBT</li> <li>● Pupils of minority religious faiths</li> <li>● Children who are in care.</li> </ul> <p>26. Recruitment of school personnel including -</p> <ul style="list-style-type: none"> <li>● Teachers and SNAs</li> <li>● Caretaker/Secretary/Cleaning Personnel</li> <li>● Sports Coaches</li> <li>● External tutors and guest speakers</li> <li>● Volunteers/Parents in school activities</li> <li>● Visitors/contractors present during the school during school hours</li> <li>● Visitors/contractors present during after-school activities.</li> </ul> <p>27. Students participating in work experience in the school.</p>	<p>24. Risk of harm to pupils by a member of a religious ceremony or a tutor in religious instruction who is external to the school.</p> <p>25. Risk of harm to pupils through inappropriate behaviour or bullying.</p> <p>26. Risk of harm to pupils by a member of school personnel.</p> <p>27. Risk of harm to pupils by TY students on work experience in the school.</p>	<p>coaches and visitors must present to reception before being admitted to the school.</p> <p>24. A member of the school teaching staff is present at all times if religious instruction is provided by external persons, at school or at another venue. Religious instructors must be Garda vetted.</p> <p>25. School personnel promote inclusion of all pupils. The School has a Code of Behaviour in place. The school has an Anti-Bullying Policy in place. The school has a Supervision Policy in place. Under DEIS provision, the school shares a HSCL teacher with Holy Family BNS. The HSCL teacher liaises with teachers and parents to support pupils with specific vulnerabilities or needs. DEIS funding provides for specific supports - Lunches/Books/Uniforms/Curriculum support. Wellbeing for all pupils is emphasised. Weekly assemblies promote positive behaviour among pupils. Participation at Child Protection Case Conferences by DLP, where required. Links with outside agencies to support pupils - TUSLA Support Services NEPS, CAMHS, NCSE, PDST.</p> <p>26. All school personnel are Garda vetted. All school personnel have participated in Child Protection Training. All teachers are members of the Teaching Council. Recruitment procedures as set out by DES are adhered to.</p> <p>27. A timetable is designed for students in the school. Class teacher is always present in the classroom. Staff members supervise during breaks. Students keep a TY diary which is signed by the school principal and by TY Programme Coordinators.</p>
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<p>28. Student teachers undertaking training placement in the school.</p> <p>29. After-school use of school premises by other organisations.</p> <p>30. Contract Cleaning Staff.</p> <p>31. Parents/Volunteers in the school.</p> <p>32. Remote teaching. Online Safety for pupils.</p>	<p>28. Risk of harm to pupils by Student-Teachers on work placement in the school.</p> <p>29. Risk of harm to pupils by personnel from external organisations using the school out of hours.</p> <p>30. Risk of harm to pupils by Contract Cleaning personnel.</p> <p>31. Risk of harm to pupils by parents or volunteers helping at school.</p> <p>32. Risk of harm to pupils by inappropriate use of ICT</p>	<p>28. A member of the school teaching staff is present at all times when student teachers are on school placement. School staff are Garda vetted. Student-Teachers are Garda vetted through their Training College. Documents will be presented and copies are retained in the school. Student-Teachers are monitored by college supervisors.</p> <p>29. Staff involved in After-School provision are Garda vetted. Organisations will have compiled a Child Safeguarding Statement and Risk Assessment for their personnel.</p> <p>30. Contract Cleaning Personnel who work in the school building during the school day are Garda vetted.</p> <p>31. A teacher will be in attendance when volunteers /parents are involved in school activities. All teachers are Garda vetted. All volunteers/parents will present at reception on arrival at the school.</p> <p>32. Parental permission, co-operation and support are required for pupils to access education using digital facilities. It is the duty of parents/guardians to supervise children while they are working online and to ensure any content which they are submitting to their teacher is appropriate. The following procedures are followed for Zoom classes</p> <ul style="list-style-type: none"> <li>• Password Protected Invite and password changed for each meeting</li> <li>• No screen share enabled except for host/ teacher</li> <li>• Waiting room where children are admitted individually</li> <li>• Zoom invite issued to parents</li> </ul>
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**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.

### **Examples of activities, risks and procedures**

The examples listed in this document are provided to assist schools in undertaking their risk assessment under the Children First Act, 2015. Schools should note that this list of examples is not intended to be exhaustive. It is the responsibility of each school to ensure, as far as possible, that any other risks and procedures that are relevant to its own particular circumstances are identified and specified in the written risk assessment and that adequate procedures are in place to address all risks identified.

It is acknowledged that schools already have in place a range of policies, practices and procedures to mitigate the risk of harm to children while they are participating in the activities of the school and that some school activities will carry low or minimal risks of harm compared to others. In the context of the risk assessment that must be undertaken by schools, the Children First Act, 2015 refers to risk as “any potential for harm”. Therefore, it is important that, as part of its risk assessment process, each school lists and reviews all of its various activities (which shall include identifying those that may carry low risk of harm as well as those that carry higher risks of harm). Doing so will help the school to (1) identify, as required under the Children First Act, 2015, any risks of harm that may exist in respect of the school’s activities, (2) identify and assess the adequacy of the various procedures already in place to manage those risks of harm and (3) identify and put in place any such additional procedures as are considered necessary to manage any risk identified.

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.

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.