

Child Safeguarding Statement and Risk Assessment



Child Safeguarding Statement

St. Olaf's N.S. 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 St. Olaf's N.S. 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 **John Murtagh**
- 3 The Deputy Designated Liaison Person (Deputy DLP) is **Brian Kavanagh**
- 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 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 06/10/2022.

This Child Safeguarding Statement was reviewed by the Board of Management on 06/10/2022.

Signed: 
 Chairperson of Board of Management

Signed: 
 Principal/Secretary to the Board of Management

Date: 6/10/22

Date: 6/10/2022

Child Safeguarding Risk Assessment of St Olaf's NS

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 St Olaf's NS. In column one a number of activities relevant to our school are listed. These activities without the proper measures would be rated as a high risk of potential harm.

School activities and areas of potential risk in the school environment.	The likelihood of such harm occurring. Rated: High Medium or Low	The School has identified the following Risk of Harm	Who is responsible	The School has the following procedures in place to address identified risks
Staff Recruitment and Training				
Recruitment of school personnel . Personnel to include: <ul style="list-style-type: none"> • Teachers • SNAs • Substitute teachers • Caretaker/Secretary/Cleaners • Sports coaches • External guests. Eg Accord Tutors/PA Facilitators • Visitors/contractors present in school during school hours 	Low	Harm to the child	Board of Management/ Interview Panel/ Principal	<ul style="list-style-type: none"> • Garda vetting policy for all those with direct unsupervised contact with children • Requirement to provide proof of qualification and training before employment • Child Safeguarding Statement on display in prominent place in the school • DES procedures made available to all staff
Training by school personnel in Child Protection matters	Low	Harm not recognised. Harm not reported promptly	Board of Management Principal	<ul style="list-style-type: none"> • Child Safeguarding Statement on display in prominent place in the school • DES procedures made available to all staff. • Staff consultation on the formation of the Risk assessment and safeguarding statement

					<ul style="list-style-type: none"> • DLP & DDLP attended PDST face to face training • All staff completed Tusla training & other online training offered by PDST • Supervision Policy • College Vetting Policy • Close teacher observation • Supervision Policy (Under the supervision of teachers at all times) 	
Student teachers undertaking training placement in school	Low	Harm to pupils		Teacher		
Transition year students undertaking work experience in school	Low	Harm to pupils		Teacher		
Remote Schooling						
Live virtual meetings, class/school assemblies	Med	Harm to child		Principal Teachers	<ul style="list-style-type: none"> • Staff CPD • Team's policy (including parent permission and consent) • Co-hosting by at least two staff members 	
Remote Teaching and Learning	Low	Harm to child		Principal Teacher	<ul style="list-style-type: none"> • Use of DES approved platforms • Teacher approval and control over posting of content/responses • Teacher/Staff CPD • Pre-recorded lessons • Parental consent and supervision 	
SPHE Curriculum coverage	Low	Harm to child		Principal Teacher	<ul style="list-style-type: none"> • Provision for coverage of sensitive topics in SPHE curriculum following resumption of face to face schooling • Liaising with post-primary providers in event of certain areas not adequately covered 	

Classroom Teaching & Special Education

One to one teaching	Low	Harm to SEN Child	Principal Teacher	School has policy in place for one to one teaching (See child protection policy and H&S policy) <ul style="list-style-type: none"> • Glass in window • Shared teaching areas
Care of children with special needs, including intimate care needs	Low	Harm to child	Teacher SNA	<ul style="list-style-type: none"> • See H&S policy, Child Protection policy, SNA policy and Covid Response Plan
Managing of challenging behaviour amongst pupils.	High	Harm to child Harm to staff	Teacher Principal Deputy Principal	<ul style="list-style-type: none"> • Code of Behaviour • Assemblies
Curricular Provision in respect of SPHE, RSE, Stay Safe.	Low	Harm to child	Principal Teacher	<ul style="list-style-type: none"> • School implements SPHE, RSE, Stay Safe in full • Accord • Staff training in Stay Safe programme, updated training in RSE, SPHE plan updated and reviewed by PDST
Daily admission and dismissal of pupils	Med	Harm from other pupils Unknown adults on the playground Unknown adults in “waiting area” from 1.30pm	Principal Teachers SNAs	<ul style="list-style-type: none"> • Admission and dismissal of pupils supervised by Teachers (class level appropriate) • Notice and reminders to parents re morning supervision • Notices and reminders to parents re admission and dismissal • Reporting procedures/incidents at reception. Monitoring of CCTV, • Late register and sign out register in effect

Application of sanctions under the school's Code of Behaviour including detention and suspension of pupils, confiscation of phones etc.	Low	Harm to pupils	Principal Teacher	<ul style="list-style-type: none"> • Code of Behaviour • Anti-Bullying Policy • Friends First/ Fun Friends
Extra-curricular activities				
Sporting Activities Sports Coaches	Low	Harm to pupils	Principal Teacher in charge.	<ul style="list-style-type: none"> • All coaches vetted and qualification /references confirmed. (where necessary) • Teachers supervising. • Policy & Procedures in place (See supervision policy)
Annual Sports Day	Med	Harm to pupils. E.g. Unknown people in the park	Principal, Teachers SNAs	<ul style="list-style-type: none"> • Supervision Policy • Extra staff pupil ratio.
Use of off-site facilities for school activities	Med	Harm to pupils	Teachers in charge	<ul style="list-style-type: none"> • Supervision Policy • Verification of external agencies Child Protection Procedures. Eg Tours
After school use of school premises by other organisations	Low	Harm to pupils	External Bodies	<ul style="list-style-type: none"> • Own policy and insurance • Personnel vetted and trained with Tusla • Relevant child protection procedures completed and awareness of DLP role for non-mandated personnel
General Risk of Harm				
Recreation breaks for pupils	Med	Harm from other children	Teachers on yard supervision	<ul style="list-style-type: none"> • Anti-Bullying Policy • Supervision Policy • Code of Behaviour • Assemblies • SPHE lessons

Use of Information and Communication Technology by pupils in school	Low	Cyber Bullying Accessing inappropriate material	Class Teacher	<ul style="list-style-type: none"> • ICT policy • NCTE • Anti-Bullying Policy • Code of Behaviour • Cyber Safety Ireland (external speakers) • Assemblies • No unsupervised access to internet for pupils
Use of video/photography/other media to record school events	Low	Harm to the child	Principal Deputy Principal	<ul style="list-style-type: none"> • Health and Safety Policy • ICT Policy • Parental consent on admission form • Vetting Policy • Reminder to parents not to post publicly (eg Christmas Plays)
Toilet Areas	Low	Harm to the child	Teachers SNAs	<ul style="list-style-type: none"> • Supervision policy • SNA policy

Important Note: It should be noted that risk in the context of this risk assessment is the risk of “harm” as defined in the Children First Act 2015 and not general health and safety risk. The definition of harm is set out in Chapter 4 of the *Child Protection Procedures for Primary and Post- Primary Schools 2017*

In undertaking this risk assessment, the board of management has endeavoured to identify as far as possible the risks of harm that are relevant to this school and to ensure that adequate procedures are in place to manage all risks identified. While it is not possible to foresee and remove all risk of harm, the school has in place the procedures listed in this risk assessment to manage and reduce risk to the greatest possible extent.

This risk assessment has been completed by the Board of Management on 06/10/2022. It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Signed  Date 6/10/22

Chairperson, Board of Management

Signed  Date 6/10/22

Principal/Secretary to the Board of Management

Mandatory Template 2: Checklist for Review of the Child Safeguarding Statement

The *Child Protection Procedures for Primary and Post-Primary Schools 2017* require that the Board of Management must undertake a review of its Child Safeguarding Statement and that the following checklist shall 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 overall review process, Boards 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, the Addendum to Children First (2019) and the *Child Protection Procedures for Primary and Post-Primary Schools 2017*.

	Yes/No
1. Has the Board formally adopted a Child Safeguarding Statement in accordance with the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	Yes
2. Is the Board satisfied that the Child Safeguarding Statement is displayed in a prominent place near the main entrance to the school?	Yes
3. As part of the school's Child Safeguarding Statement, has the Board formally adopted, without modification, the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	Yes
4. Does the school's Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015 ? (This includes considering the specific issue of online safety as required by the Addendum to Children First)	Yes
5. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	Yes
6. Has the Risk Assessment taken account of the risk of harm relevant to online teaching and learning remotely?	Yes
7. Has the DLP attended available child protection training?	Yes
8. Has the Deputy DLP attended available child protection training?	(awaiting this)
9. Have any members of the Board attended child protection training?	Yes
10. Are there both a DLP and a Deputy DLP currently appointed?	Yes
11. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	Yes
12. Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	Yes
13. 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 Children First Act 2015?	Yes
14. Has the Board received a Principals Child Protection Oversight Report (CPOR) at each Board meeting held since the last review was undertaken?	Yes
15. Since the Board's last review, did each CPOR contain all of the information required under each of the 4 headings set out in sections 9.5 to 9.8 inclusive of the procedures?	Yes
16. Since the Board's last review, has the Board been provided with and reviewed all documents relevant to the CPOR?	Yes
17. Since the Board's last review, have the minutes of each Board meeting appropriately recorded the records provided to the Board as part of CPOR report?	Yes
18. Have the minutes of each Board meeting appropriately recorded the CPOR report?	Yes

19. 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?	Yes
20. 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?*	n/a
21. Where applicable, were unique identifiers used to record child protection matters in the Board minutes?	Yes
22. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	Yes
23. 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'?	No
24. In relation to any cases identified at question 20 above, has the Board ensured that any notifications required under section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Schools 2017' were subsequently issued by the DLP?	n/a
25. Has the Board ensured that the Parents' Association (if any), has been provided with the school's Child Safeguarding Statement?	Yes
26. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	Yes
27. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	Yes
28. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)	Yes
29. Has the Board ensured that the Wellbeing Programme for Junior Cycle students is implemented in full in the school? (applies to post- primary schools)	n/a
30. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	Yes
31. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *	Yes
32. 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?*	Yes
33. 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)?*	Yes
34. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	n/a
35. 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'?	Yes
36. Has the Board sought the feedback of pupils in relation to the school's child safeguarding arrangements?	Yes
37. 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?	Yes
38. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	Yes
39. 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 ?	n/a
40. Has the Board ensured that any areas for improvement that were identified in any previous review of the school's Child Safeguarding Statement have been adequately addressed?	n/a

Signed Donna Pochter Date 06/10/22

Chairperson, Board of Management

Signed J. Mustagh Date 06/10/22

Principal/Secretary to the Board of Management

Note: Where a school is undertaking its first review, references in this checklist to the “last review” shall be taken to refer to the date on which the Child Safeguarding Statement was first put in place.

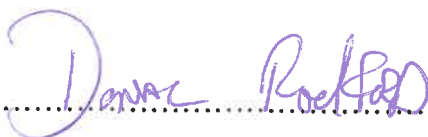
Mandatory Template 3: Notification regarding the Board of Management's review of the Child Safeguarding Statement

To: Staff, Parents' Association and other members of the St. Olaf's NS community

The Board of Management of St. Olaf's N.S. 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
- This review was conducted in accordance with the "Checklist for Review of the Child Safeguarding Statement" published on the Department's 'website www.education.ie

Signed



Date 06/10/22

Chairperson, Board of Management

Signed



Date 06/10/22

Principal/Secretary to the Board of Management