Mandatory Template 1: Child Safeguarding Statement and Risk Assessment Template

Scoil Naomh Mhuire, Castegal 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 (revised 2023) and Tusla Guidance on the preparation of Child Safeguarding Statements, the Board of Management of Scoil Naomh Mhuire, Castegal 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 (revised (2023)* as part of this overall Child Safeguarding Statement

2 The Designated Liaison Person (DLP) is ___Róisín O'Grady_____

3 The Deputy Designated Liaison Person (Deputy DLP) is ___Olive Kenny_____

4 The Relevant Person is DLP_ (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 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 (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 (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.

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 ___2/10/2023_____ This Child Safeguarding Statement was reviewed by the Board of Management on 2/10/2023

Signed: _____ Signed: _____ Date: _____

Chairperson of Board of Management Principal/Secretary to the Board of Management

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

The Board of Management of Scoil Naomh Mhuire, Castegal 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 _____ [date].
- This review was conducted in accordance with the "Checklist for Review of the Child Safeguarding Statement" published on the gov.ie website

Signed _____ Date _____

Chairperson, Board of Management

Signed _____ Date _____

Principal/Secretary to the Board of Management

Child Safeguarding Risk Assessment Written Assessment of Risk of Scoil Naomh Mhuire, Castegal N.S.

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 [name of 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 -
Training of school personnel in Child Protection matters	Harm might not be recognised or reported promptly	Child Safeguarding Statement & DES procedures made available to all staff DLP& DDLP to attend PDST face to face training All Staff to view Túsla training module & any other online training offered by PDST BOM records all records of staff and board training
One to one teaching	Harm by schoo personnel	School has policy in place for one to one teaching Open doors Table between teacher and pupil Glass in window
Care of Children with special needs, including intimate care needs	Harm by school personnel	Policy on intimate care to be drawn up if a child with intimate care needs is enrolled at any point in the future SEN policy
Curricular Provision in respect of SPHE, RSE, Stay safe.	Non-teaching of same	School implements SPHE, RSE, Stay Safe in full Stay Safe & RSE taught every second year.
Managing of challenging behaviour amongst pupils	Injury to pupils and staff	Code Of Behaviour
Sports Coaches	Harm to pupils	Policy & Procedures in place All coaches are vetted & have signed statutory declaration (All processed by Youth Sport Partnership).
Students participating in work experience	Harm by student	Work experience Policy and form signed by participating students Child Safeguarding Statement.
Recreation breaks for pupils	harm by students	Appropriate supervision of children during school breaks, code of behaviour
Toilet areas	Inappropriate behaviour by pupils	General supervision of pupils by staff in the school building and during breaks.
Classroom teaching	oversight	Glass in doors Garda Vetted teachers, signed statutory declaration by subs.

School outings	Harm by strangers & members of public	Supervision by teachers Ratio of teachers/ adults to pupils Code of behaviour Pupils not left alone & pupils are in pairs for bathroom visits
Swimming classes in swimming pool	Harm by strangers & inappropriate behaviour of peers	Teaching of Stay Safe Teacher supervision Garda vetted staff at the swimming pool
Administration of Medicine Administration of First Aid		Administration of Medication policy in place in the school
Prevention and dealing with bullying amongst pupils	bullying amongst pupils	School bullying policy in place Annual lessons on bullying Bullying procedures policy SPHE & Stay safe taught
Use of external personnel to supplement curriculum		Teachers always supervise classes when external personnel come in & Garda vetting statutory declaration.
Care of pupils with specific vulnerabilities/ needs such as • Pupils from ethnic minorities/migrants • Members of the Traveller community • Lesbian, gay, bisexual or transgender (LGBT) children • Pupils perceived to be LGBT • Pupils of minority religious faiths Children in care Children on CPNS	bullying & discrimination	Anti-Bullying Policy Code of Behaviour
Recruitment of school personnel including - • Teachers • SNA's • Caretaker/Secretary/Cleaners • Sports coaches • External Tutors/Guest Speakers • Volunteers/Parents in school activities • Visitors/contractors present in school during school hours Visitors/contractors present during after school activities	Harm not recognised or properly or promptly reported	Garda Vetting BOM in charge of recruitment.
Use of Information and Communication Technology by pupils in school	Bullying Inappropriate use	Anti-Bullying Policy Fully Supervised internet use during school hours

Student teachers undertaking training placement in school		Teachers always supervise classes when external personnel come in Garda Vetted
Use of video/photography/other media to record school events	inappropriate content bullying	Parental permission slips school ipads used only No personal devices by chidren.

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 genera 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.

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

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 (revised 2023).*

	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 (revised 2023)*?	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 (revised 2023)*?	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?	yes
9. Have any members of the Board attended child protection training?	yes
10. Has the school appointed a DLP and a Deputy DLP?	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 (revised 2023)* and the Children First Act 2015?	yes

14. Has the Board received a Principal's 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 records relevant to the CPOR?	yes
17. Is the Board satisfied that the records provided are anonymised and redacted as necessary to ensure that the identities of children and any other parties, including school personnel, to whom the concern or report relates are not disclosed?	yes
18. 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?	yes
19. Have the minutes of each Board meeting appropriately recorded the CPOR?	yes
20. 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
21. 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?*	yes
22. Where applicable, were unique identifiers used to record child protection matters in the Board minutes?	yes
23. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	yes
24. 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 (revised 2023)*?	no
25. 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 (revised 2023)* were subsequently issued by the DLP?	no
26. Has the Board ensured that the Parents' Association (if any), has been provided with the school's Child Safeguarding Statement?	yes
27. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	yes
28. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	yes
29. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)	yes

30. Has the Board ensured that the Wellbeing Programme for Junior Cycle students is implemented in full in the school? (a post-primary schools)	n/a
31. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	yes
32. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *	yes
33. 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
34. 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
35. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	yes
36. 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 (revised 2023)*?	yes
37. Has the Board sought the feedback of pupils in relation to the school's child safeguarding arrangements?	yes
38. Is the Board satisfied that the '*Child Protection Procedures for Primary and Post Primary Schools Post-Primary Schools (revised 2023)* are being fully and adequately implemented by the school?	yes
39. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	no
40. 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
41. 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?	yes

Signed _____ Date _____ Chairperson, Board of Management

Signed _____ Date _____Principal/Secretary to the Board of Management

Principal's Child Protection Oversight Report

Date of Board of Management Meeting:_____ Date of last Board of Management Meeting:_____

	Allegations of abuse made against school personnel:		**Other child protection concerns in respect of pupils in the school**		**Child Protection concerns arising from alleged bullying behaviour**		***Summary Totals***
	Actions Taken	Number	Actions Taken	Number	Actions Taken	Number	*Number*
(a)	Reported to Tusla by DLP	0	Reported to Tusla by DLP		(a) Reported to Tusla by DLP	*0*	
	Report to Tusla submitted by school personnel, where DLP has decided that it did not warrant reporting		(a) Report to Tusla submitted by school personnel, where DLP has decided that it did not warrant reporting	0	(b) Advice sought from Tusla re. reporting a concern about a child arising from alleged bullying behaviour amongst pupils.	*0*	
(b)	Advice sought from Tusla and on their advice, not reported	0	(b)Advice sought from Tusla and on their advice, not reported	0			
(c)	Allegations made, advice **not** sought from Tusla and **not** reported to Tusla	0	Concern raised, advice **not** sought from Tusla and **not** reported to Tusla	0			
(d)	Allegations made, advised by Tusla that a report **should be** made and subsequently **NOT** reported to Tusla.	0	(c) Concern raised, advised by Tusla that a report **should be** made and subsequently **NOT** reported to Tusla.	0			
(e)	*If no cases at (a),(b),(c), (d) above, record "NIL" →*	*NIL*	*If no cases at (a),(b),(c) above, record "NIL" →*		*If no cases at (a)&(b) above, record "NIL" →*	*NIL*	
*Total number of reports made to Tusla since the last Board Meeting which were **mandated reports***							

Please note that lettering (a),(b),(c),(d),(e) reflects the lettering used in Sections 9.5, 9.6, 9.7 and 9.8 of the D.E.S. Procedures 2017.

Based on the Data recorded on the above table, since the last Board of Management meeting, the Principal's Child Protection Oversight Report summary is as follows:

1) Total number reports made to Tusla by the DLP ☐0

   (a) number of those reports which were submitted as mandated reports ☐

   (b) number of those reports (mandated or otherwise) which concerned a member of school personnel ☐

2) Total number of cases where the DLP sought advice from Tusla and as a result of this advice, no report was made by the DLP, ☐0

   (a) number of those cases which concerned a member of school personnel ☐0

3) Total number of cases where a member of school personnel provided the DLP with a copy of a report submitted by that person to Tusla in relation to a matter that the DLP had considered did not require reporting or did not require reporting as a mandated report ☐0

   (a) number of any such cases concerned a member of school personnel ☐0

4) Where there were no such cases at (1), (2) or (3) above, state this fact :

Signed:_____ Chairperson

Signed: _____ Principal