

Child Safeguarding Statement and Risk Assessment

Policy Summary Details:

Policy Title:	Child Safeguarding Statement and Risk Assessment
Version Number:	1
Written/Adopted Date:	30/09/2018
Written by:	Board of Management Staff – Teachers and SNAs
Date Shared with Staff:	
Date re-Ratified by BOM:	29/09/2021
Review Date:	September 2022 Or sooner if necessitated by alteration to terms or conditions issued by Circular Letter from DES.

Child Safeguarding Statement and Risk Assessment

School of the Holy Spirit is a primary and post-primary school providing primary and post-primary education to pupils from Junior Infants to Sixth Class/First Year to Leaving Certificate Year.

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 School of the Holy Spirit 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 Karen Lowther
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Angela Lennon
- 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 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 member training
- In relation to reporting of child protection concerns to Tulsa, 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 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, 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 these procedures.
- 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. 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 Tulsa 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.

Implementation/Ratification and Review:

This Child Safeguarding Statement was adopted by the Board of Management on 29th September 2021.

This Policy will be reviewed by the Board of Management in September 2022.

Signed: 
Chairperson of Board of Management

Signed: 
Principal/Secretary to the Board of Management

Date: 29/09/2021

Date: 29/09/2021

Child Safeguarding Risk Assessment

Written Assessment of Risk of School of the Holy Spirit

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 School of the Holy Spirit.

List of school activities:

1. Training of School Personnel in Child Protection Matters
2. Arrival and Dismissal
3. Recreation Breaks
4. Classroom Teaching
5. 1:1 Teaching
6. Outdoor Teaching
7. School Outings
8. School Trips/ Overnight
9. Work Experience and Sampling
10. Intimate Care and Toileting
11. Open Days E.g.: Results Day, Visiting Agencies, JCSP Coffee Morning
12. School Transport System in Use and Bus Escorts
13. Fundraising during School Day
14. Fundraising Events E.g.: Coffee Morning
15. Care of Pupils with Specific Vulnerability/ Needs:
e.g. Children in Care
Students from ethnic minorities
Members of the Traveller Community
Lesbian, gay, bisexual or transgender (LGBT) children
Students perceived to be LGBT
Students of minority religious faiths
16. Recruitment of School Personnel
17. Use of ICT by Pupils
18. Students Participating in Work Experience in the School
19. Use of Video/Photography Other Media to Record School Events
20. Administration of Medication
21. Administration of First Aid
22. Breakfast/Brunch Club
23. Curricular Provision in Respect of SPHE, RSE, Stay Safe, Mindfulness and Wellbeing
24. Management of Challenging Behaviour Amongst Pupils
25. Use of Staff Cars to Transport Students During the School Day
26. Use of External Personnel to Supplement the Curriculum
27. Volunteers, Occasional Visitors and Professionals visiting the School
28. Children collected by adults other than parents and/or school transport
29. Students absconding
30. Self-Harm

2.The school has identified the following risk of harm in respect of its activities -

1. Harm not recognised or reported promptly, correct procedures not followed
2. Harm to child by school personnel/staff on bus
3. Risk of a child being harmed due to inappropriate behaviour/communications between child and another child.

Harm by school personnel. Lack of adequate supervision
Risk of child being harmed by another child or unknown adults on the playground
4. Harm to child by school personnel
Harm to child by peers
Risk of Bullying
5. Harm by school personnel/volunteer/visitor
6. Harm by staff or non-teaching staff/ visitor
Risk of harm to child or adult due to inadequate Code of Behaviour, or due to members of staff and children not adhering to Code of Behaviour
7. Risk of harm to children by staff from outside agencies
Risk of harm to students from staff
Risk of Bullying behaviour
Harm not recognised or reported promptly
8. Risk of harm to children by volunteers
Risk of harm to children by staff from outside agencies
Risk of harm to students from staff
Risk of Bullying behaviour
Harm not recognised
Harm not reported promptly
Inappropriate photographs/videos taken and circulated by students or staff
9. Risk of harm to children by staff from outside agencies
Risk of harm to students from staff
Risk of Bullying behaviour
Harm not recognised
Harm not reported promptly
10. Risk of harm by staff
Harm/abuse not recognised
Risk of inappropriate behaviour by fellow students
11. Risk of harm by unknown adults
12. Risk of harm to children by other children or staff
Risk of Bullying
Risk of recording photographs or videos

13. Risk of harm to students by staff, peers or outside adults
Risk of Bullying
14. Risk of harm to children by other children, staff and other adults
Risk of Bullying behaviour
15. Harm not properly recognised or promptly reported or dealt with
Increased risk of harm due to specific vulnerabilities
16. Risk to students from outside adults or school personnel
17. Harm to pupils
Insufficient safeguards in place
Exposure to inappropriate content
Risk of cyber bullying
18. Harm not recognised or properly and promptly dealt with ,
Risk of Bullying behaviour
19. Inappropriate content shared on social media
Risk of cyber bullying
Risk of bullying behaviour
20. Risk of harm to students by staff
21. Risk of harm to children by staff
22. Risk of harm to students by other children or staff
Risk of bullying behaviour
23. Non-teaching of same, inadequate planning or time being given to lessons
Risk of harm to children by adults from outside agency
24. Risk of harm to students by staff or another student
Risk of harm due to staff not adhering to Code of Behaviour or Health and Safety Policy
Risk of inadequate planning or training
25. Risk of harm from staff personnel
Risk of harm from other students
26. Risk of harm from adults from outside agency
27. Risk of harm from other adults
28. Risk of harm from other adults
29. Risk to students from school personnel or other adults
30. Risk to student from self
Risk to staff

3. The school has the following procedures in place to address the risks of harm identified in this assessment -

1. All school personnel are provided with a copy of the school's Child Safeguarding Statement

The Child Protection Procedures for Primary- and Post- Primary Schools 2017 are made available to all school personnel

School Personnel are required to adhere to the Child Protection Procedures for Primary- and Post-Primary Schools 2017 and all registered teaching staff are required to adhere to the Children First Act 2015

Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement

Encourages all staff to avail of relevant training

Encourages all Board of Management members to avail of relevant training

Maintains records of all staff and Board member training

2. Supervision Rota

Arrival/Dismissal Procedure

Emergency Response Team

Child Protection Policy and Procedures

Bus Escort Training

3. Supervision Policy

Recreation Procedure

Emergency Response Team

Studio 3 Training

Child Protection Policies and Procedures

Code of Behaviour

Anti-Bullying Policies

Health and Safety Statement and Policies

4. Child Protection Policies and Procedures

Compliance with Garda Vetting Legislation

Code of Behaviour

Anti-Bullying Policies

Anti-Cyber Bullying Policy

Glass Panels in Doors

Internet Filters, ICT Policies

The School Implements in full the Stay Safe Programme

Emergency Response Team

Studio 3 Training

Mobile Phone Policy

5. Child Protection Policies and Procedures

Compliance with Garda Vetting Legislation

Code of Behaviour

Anti-Bullying Policies

The School Implements in full the Stay Safe Programme

The School Implements in full the RSE Curriculum
The School Implements in full the SPHE Curriculum
The School Implements in full the Mindfulness and Wellbeing Curriculum
Mobile Phone Policy
Studio 3 Training
Glass Panels
Door Left Open

6. Child Protection Policies and Procedures

Compliance with Garda Vetting Legislation
Code of Behaviour
Anti-Bullying Policies
The School Implements in full the Stay Safe Programme
The School Implements in full the Mindfulness and Wellbeing Curriculum
The School Implements in full the RSE Curriculum
The School Implements in full the SPHE Curriculum
Mobile Phone Policy
Studio 3 Training
School Tours/Excursions Policy which includes School Trip Assessment
Offsite Procedures
Emergency Response Team

7. Compliance with Garda Vetting Legislation

Child Protection Policies and Procedures
Code of Behaviour
Anti-Bullying Policies
The School Implements in full the Stay Safe Programme
The School Implements in full the RSE Curriculum
The School Implements in full the Mindfulness and Wellbeing Curriculum
Mobile Phone Policy
Studio 3 Training
School Tours/Excursions Policy which includes School Trip Assessment

8. Compliance with Garda Vetting Legislation

Supervision Policy
Child Protection Policies and Procedures
Code of Behaviour
Anti-Bullying Policies
Health and Safety Statement and Policies
Administration of Medication
Toileting/Intimate Care Needs Policy
The School Implements in full the Stay Safe Programme
The School Implements in full the Mindfulness and Wellbeing Curriculum
The School Implements in full the RSE Curriculum
The School Implements in full the SPHE Curriculum
Mobile Phone Policy
Studio 3 Training
Transport Policy

9. Compliance with Garda Vetting Legislation

Supervision Policy
Transport Policy
Mindfulness & Wellbeing Programme
Code of Behaviour
Mobile Phone Policy
Anti-Bullying Policies
Child Protection Policies and Procedures
Parent to visit placement prior to sampling
Senior School Activity Garda Vetting Clearance Form

10. Compliance with Garda Vetting Legislation
Toileting/Intimate Care Policy
Child Protection Policies and Procedures
The School Implements in full the Stay Safe Programme
Health and Safety Statement and Policy
Anti-Bullying Policies
Studio 3 Training
Mobile Phone Policy

11. Compliance with Garda Vetting Legislation
Signing In Book/ Lanyards
Supervision Policy
Anti-Bullying Policies
Child Protection Policies and Procedures
Studio 3 Training
Mobile Phone Policy
Mindfulness & Wellbeing Curriculum
Junior School/rest of school personnel alerted

12. Compliance with Garda Vetting Legislation
Bus Escort Training
Child Protection Training

13. Compliance with Garda Vetting Legislation
Code of Behaviour
Mindfulness & Wellbeing Curriculum
Anti-Bullying Policies
Health and Safety Statement and Policies
Studio 3 Training
Mobile Phone Policy
Supervision

14. Compliance with Garda Vetting Legislation
Code of Behaviour
Mindfulness & Wellbeing Curriculum
Anti-Bullying Policies
Health and Safety Statement and Policies
Studio 3 Training
Mobile Phone Policy
Supervision

15. Compliance with Garda Vetting Legislation
 - Child Protection Policies and Procedures
 - The School implements in full the Stay Safe Programme
 - The School implements in full the Mindfulness and Wellbeing Curriculum
 - The School implements in full the RSE Curriculum
 - Procedures for 1:1 Situations
 - Toileting/ Intimate Care Policy
 - Anti-Bullying Policies
 - Mobile Phone Policy
 - PECS
 - Emergency Response Team
 - ICT Policy
 - Studio 3 Training

16. Compliance with Garda Vetting Legislation
 - Full References Check
 - Recruitment Guidelines in the Governance Manual for Primary Schools 2015-2019
 - Induction Procedures

17. ICT Policy/ Acceptable Use Policy
 - Parental Permission Slips
 - Cyber Bullying Policy
 - Internet Filters
 - The School Implements in full the Stay Safe Programme
 - Anti-Bullying Policies

18. Garda Vetting of Students
 - Restricted Access by Transition Year Students
 - Appropriate Application from Colleges
 - Teacher Supervision
 - Induction Procedure
 - Child Protection Policies and Procedures

19. Parental Permission Slips
 - Acceptable Use Policy
 - Internet Policy
 - Cyber Bullying Policy

20. Administration of Medication Policy
 - Insurance - Allianz Insurance In Place
 - Medication Document

21. Administration of First Aid Procedure
 - First Aid Training
 - Health and Safety Statement and Policies
 - Child Protection Policies and Procedures

22. Code of Behaviour
 - Child Protection Policies and Procedures

Compliance with Garda Vetting Legislation
Anti-Bullying Policies
Mobile Phone Policy
Studio 3 Training
Mindfulness and Wellbeing Curriculum
Risk Evaluation

23. The School Implements in full the Stay Safe Programme

The School Implements in full the RSE Curriculum
The School Implements in full the SPHE Curriculum
The School Implements in full the Mindfulness and Wellbeing Curriculum
Ongoing Planning and Recording
Outside Facilitators
Parental Involvement
DES Curricular Statements

24. Staff/Teacher CPD

Emergency Response Team
Studio 3 Training
Code of Behaviour
Anti-Bullying Policies
Child Protection Policies and Procedures
The School Implements in full the Stay Safe Programme
The School Implements in full the Mindfulness and Wellbeing Curriculum
Health and Safety Statement and Policies
Risk Evaluations
Behaviour Interventions
Behaviour Support Plans
IEPs
NEPs/HSE Psychology Referrals
NBSS Training

25. Compliance with Garda Vetting Legislation

Staff Indemnity (Insurance)
Staffing Levels (2 Adults)
Risk Assessment
Parental Permission
Behaviour Support Plans
Code of Behaviour
Anti-Bullying Policies
Mobile Phone Policy
The School Implements in full the Stay Safe Programme
The School Implements in full the Mindfulness and Wellbeing Programme

26. Compliance with Garda Vetting Legislation

Supervision Policy
Code of Behaviour
The School Implements in full the Stay Safe Programme
The School Implements in full the Mindfulness and Wellbeing Programme
Parental Permission

<p>Child Protection Policies and Procedures Mobile Phone Policy</p> <p>27. Compliance with Garda Vetting Legislation Sign In/Sign Out Book Lanyards Child Protection Policies and Procedures</p> <p>28. Prior written or verbal notification by parent/guardian/Tulsa Sign Out Book controlled by secretary</p> <p>29. Staff/ student ratio Secretary's office positioned at main door with glass panelling Code of Behaviour Emergency Response System Student Risk Assessment Supervision Policy</p> <p>30. A number of Staff Members fully trained in First Aid Emergency Response Team in place Studio 3 Training Code of Behaviour Child Safeguarding Policies and Procedures Links with community HSE and CAMHS Professionals Understanding Self- Harm and Suicide Prevention Training for full staff Open and on-going communications with parents and professions Behaviour Intervention Plans Behaviour Support Plan IEPs Protocol for sharp knives and blades in cooking areas- kept in a locked and secure knife box so not available if student in emotional crisis</p>

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 29th September 2021.

It has been revisited as part of the school's annual review of its Child Safeguarding Statement.

Signed 
Chairperson, Board of Management

Date 29/09/2021

Signed Karen A. Lawther
Principal/Secretary to the Board of Management

Date 29/09/2021