

## Sacred Heart School, Sruleen, Clondalkin Dublin 22 Roll No. 19799I

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

#### **Child Safeguarding Statement**

Sacred Heart School is a primary school providing primary education to pupils from Junior Infants to Sixth Class.

In accordance with the requirements of the Children First Act 2015, Children First: National Guidance for the Protection and Welfare of Children 2017, the 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 Sacred Heart School 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 Liam Kelly
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Una Chambers
- 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 (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 22/6/22 [date].

This Child Safeguarding Statement was reviewed by the Board of Management on 22/6/22 [most recent review date].

Signed: [Signature]

Chairperson of Board of Management

Date: [Signature]

Signed: 22/6/22

Principal/Secretary to the Board of Management

Date: 22.6.22

## Child Safeguarding Risk Assessment

### Written Assessment of Risk of Sacred Heart School, Sruleen 197991

In accordance with section 11 of the Children First Act 2015 and with the requirements of Chapter 8 of the *Child Protection Procedures for Primary and Post-Primary Schools 2017*, the following is the Written Risk Assessment of Sacred Heart School, Sruleen, 197991.

#### 1. List of school activities

Daily arrival and dismissal of pupils  
Early Collection of Children  
Pupil Attendance  
Recreation breaks for pupils  
Classroom teaching  
One-to-one teaching  
One-to-one learning support  
One-to-one counselling  
Outdoor teaching activities  
Online teaching and learning remotely  
Sporting Activities  
School outings  
Use of toilet/changing/shower areas in schools  
Sports Days  
Fundraising events involving pupils  
Use of off-site facilities for school activities - Swimming Pool/Church  
School transport arrangements  
Care of children with special educational needs, including intimate care where needed  
Management of challenging behaviour amongst pupils  
Management of provision of food and drink  
Administration of Medicine  
Administration of First Aid  
Curricular provision in respect of SPHE, RSE, Stay Safe  
Prevention and dealing with bullying amongst pupils  
Training of school personnel in child protection matters  
Use of external personnel to supplement curriculum  
Use of external personnel to support sports and other extra-curricular activities

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
- Children with medical needs

Recruitment of school personnel including

- Teachers/SNAs
- Caretaker/Secretary/Cleaners/Food Providers
- 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

Participation by pupils in religious ceremonies/religious instruction external to the school

Use of Information and Communication Technology by pupils in school, including social media

Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.

Students participating in work experience in the school

Student teachers undertaking training placement in school

Use of video/photography/other media to record school events

After school use of school premises by other organisations

Breakfast club

Homework club

Usage of Multi-Sensory Room

Parental Attendance During School Activities

Transportation of Pupils to matches

**This list is not exhaustive and may be added to from time to time.**

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

Risk of harm not being recognised by school personnel

Risk of harm not being reported properly and promptly by school personnel

Risk of child being harmed in the school by a member of school personnel

Risk of harm if pupil is absent during the teaching of the Stay Safe Programme/RSE Programme

Risk of harm if Stay Safe Programme/RSE Programme is not taught

Risk of child being harmed in the school by another child

Risk of child being harmed in the school by volunteer or visitor to the school

Risk of child being harmed by a member of school personnel, a member of staff of another organisation/agency or other person while child participating in out of school activities e.g. school trip, swimming lessons, cake sales, multicultural evenings

Risk of harm due to inappropriate use of online remote teaching and learning communication platform such as an uninvited person accessing the lesson link, students being left unsupervised for long periods of time in breakout rooms

Risk of harm due to bullying of child

Risk of harm due to racism

Risk of harm due to inadequate supervision of children in school – using bathrooms in school hall, changing for concerts/sports, school training, and supervision of pupils when guest speakers are present. It also applies to children waiting to be collected

Risk of harm due to inadequate supervision of children while attending out of school activities - events, matches, swimming, school tours etc.

Risk of harm due to inappropriate relationship/communications either in person or online between child and another child or adult

Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school

Risk of harm to children with SEN who have particular vulnerabilities, including medical vulnerabilities

Risk of harm to child while a child is receiving intimate care

Risk of harm to pupil taking medication/Risk of harm for others in class where medication is present

Risk of harm due to inadequate code of behaviour

Risk of harm in one-to-one teaching, counselling, coaching situation

Risk of harm caused by member of school personnel communicating with pupils in an inappropriate manner via social media, texting, digital device or other manner

Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner

Risk of school personnel being harmed/risk for school personnel using own phone for convenience to take photos for school website

Risk of harm to school personnel when pupils connect over social media

Risk of harm to pupils/school personnel due to photos/videos posted on social media (concerts)

Risk of harm due to transporting pupils to matches/events either by school personnel or by parents

Risk of harm due to Covid 19

Risk of harm due to inappropriate clothing being worn by pupil

Risk of harm when school personnel do not follow policies and procedures



**This list is not exhaustive and may be added to from time to time.**

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

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* and its Addendum (2019)

The school implements in full the Stay Safe Programme as part of the SPHE curriculum. Checklists are implemented to record that the programme has been completed. Booklets are sent home if a child is absent. Parents have to right to withdraw their children from this programme.

The school implements in full the Relationship and Sexuality Programme as part of the SPHE curriculum. Checklists are implemented to record that the programme has been completed. Parents have to right to withdraw their children from this programme.

The school implements in full the SPHE curriculum

The school implements a wellbeing programme

The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's *Anti-Bullying Procedures for Primary and Post-Primary Schools*. *Parents must agree to this Policy.*

The school has a yard/playground supervision policy to ensure appropriate supervision of children during, assembly, dismissal and breaks and in respect of specific areas such as toilets, changing rooms etc.

**Daily Arrival and Dismissal.** Principal and Deputy Principal supervise at gate. Pupils enter the school through a designated gate. No parents are permitted to enter with their children (with the exception of parents whose children have special educational needs. Pupils are supervised by teachers leaving school grounds at 2.40pm. Children who walk home by themselves must have a letter from parents to that effect. On wet mornings supervision is in place.

**Yard Supervision:** Pupils are supervised on corridors when entering and exiting for break times. Parents are contacted immediately if children have accidents to the head. It is school procedure that staff on duty in the yard report any incidents of significance to the class teacher immediately after break otherwise minor incidents are dealt with in the yard.

**Use of Bathrooms during Break Time:** One child can use the bathroom at any one time. Peg system in place from J1 to 4<sup>th</sup> Class to track children who leave the yard to use the bathroom. Bathrooms nearest to yard are used.

The school has in place procedures for early collection of children – Parents should inform school in advance if their child is leaving early. Children are escorted to their parents in the

foyer if they are going home early due to sickness/accident by their class teacher/SNA/School Secretary when possible. Child should always be signed out. Always check that the child is being collected by parent or that the person collecting has permission to collect – if the school has not been informed by parent in advance the person collecting is required to phone the parent, in a staff members presence, for verification before the child is signed out.

The school has in place clear procedures in respect of school outings - Only vetted parents allowed. Ratio of children to adults 1:15. SNA to accompany child with access exclusively (not included in numbers).

The school has procedures in place for outdoor teaching activities: The class remains within the school grounds. If the class goes on a local field trip a support teacher accompanies the pupils.

Procedure for **swimming lessons**: Staff should not be asked or expected to change a child. All children have individual cubicles. The pool area should be well supervised where possible. The leisure centre has its own Child Safeguarding policies and procedures, the BOM has a copy of same.

Procedure for Church Activities: Class teacher accompanied by another teacher/SNA where appropriate. Parents are informed and are present for after school events and/or to collect children. Volunteer parents are vetted and work in pairs with groups. The local church has its own Child Safeguarding policies and procedures.

The school has a Health and Safety policy

The school adheres to the requirements of the Garda vetting legislation and relevant DE circulars in relation to recruitment and Garda vetting

The school has a code of conduct for school personnel (teaching and non-teaching staff)

The school complies with the agreed disciplinary procedures for teaching staff

The school has a Special Educational Needs policy

The school has an intimate care policy/plan in respect of students who require such care. Children with physical disabilities who require assistance at the toilet will be aided by 2 SNAs who have met the necessary screening requirements when employed by the school. Only one child at a time is permitted to use the toilet in any classroom. Male/female toilets in every classroom. Children follow procedures as drawn up by class teacher.

In the event of children wetting or soiling themselves parents or emergency contacts are notified. The pupil with special needs who does not need assistance while at the toilet will be accompanied by the SNA to the toilet door if needed.

Physical contact between school personnel and the child should always be in response to the needs of the child. School personnel should avoid doing anything of a personal nature for the children that they can do for themselves. School personnel should avoid at all times being overly emotional or attached to the pupils as this is inappropriate and can leave staff members open to allegations.

The use of restraint is not allowed.

The school has in place a policy and procedures for the administration of medication to pupils

The school –

- Has provided each member of school 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
- Ensures that all staff undertake training provided by TUSLA and the PDST
- Encourages staff to avail of relevant training
- Encourages board of management members to avail of relevant training
- Maintains records of all staff and board member training
- Provides all staff personnel with relevant policies
- Main points of Code of Behaviour revised with staff at the beginning of every school year
- Code of Behaviour and sanctions reviewed annually

The school has in place a policy and procedures for the administration of First Aid

The school has in place a code of behaviour for pupils. Parents must agree to this code.

The school makes use of the Aladdin system.

The school has in place procedures for the use of smart phones and tablet devices in the school by pupils

The school has in place a Critical Incident Management Plan

The school has in place procedures for the use of external persons to supplement delivery of the curriculum: Visitors/guest speakers will never be left alone with pupils. Class teacher remains with class. School management will check the credentials of all such personnel and will ensure that the material in use is appropriate.

The school has in place procedures for the use of external sports coaches: External sports coaches will never be left alone with pupils. Class teacher remains with class. School management will check the credentials of all such personnel and will ensure that they are appropriately vetted

The school has in place clear procedures for one-to-one teaching activities: Staff should not be alone in a classroom with one child or detain a child on their own after school. In the case of pupils where one to one teaching takes place every effort is made to leave the door open and have a visual panel on the door of the room thus rendering the occupants visible. If possible there should be another adult in the room. Where possible there should be a table between the pupil and the teacher.

The school has in place procedures for one-to-one counselling: In the case of pupils where one to one counselling takes place every effort is made to have a visual panel on the door of the room thus rendering the occupants visible. Where possible there should be a table between the pupil and the counsellor.

The school has in place procedures in respect of student teacher placements: Garda vetting a requirement. Student not left alone, teacher to be present. Student not in classroom during breaktimes. Students to be made aware of Child Safeguarding Procedures

The school has in place procedures in respect of students undertaking work experience in the school: Garda vetting a requirement. Student not left alone, teacher to be present. Student not in classroom during breaktimes. Students to be made aware of Child



### Safeguarding Procedures

The school has an Acceptable Use Policy in place, to include provision for online teaching and learning remotely, and has communicated this policy to parents.

The school has in place an **ICT policy** in respect of usage of ICT by pupils. There is a school filtering system in place and this censors the type of material children can access online. Staff, parents and pupils to sign up to the policies

**Photographs/Videos:** School personnel can use phones/ipads for taking photos/videos of pupils in relation to school activities. All such photos to be deleted as soon as uploaded to website or printed. Photography or videoing is not permitted in the swimming pool area or changing rooms. Staff are regularly reminded of these protocols. Children should not be labelled or tagged on the school website. Parent/Guardians have the right at all times to disallow photos of their child(ren) to be taken or used online or in any other way. At concerts adults are allowed to take photos. However, any behaviour deemed to be suspicious will be reported to the DLP.

The school has in place procedures for **mobile phones** in respect of usage of mobile phones: Children are not permitted to use their own mobile phones on the school premises. They are confiscated if taken out of school bag and a parent must come and collect phone.

Every Class Teachers sets out a standard of behaviour expected from the pupils (Class Rules)

**Travelling to other school events – matches, concerts:** Use parents or support teachers. Ensure parents are vetted. If a bus is hired there should always be at least 2 adults on the bus.

**Changing procedures:** Children wear shorts under their tracksuits on Sports Days. Children are allowed on a one at a time basis to use the bathroom if it is necessary to change.

Sacred Heart School has procedures and a risk assessment in place to prevent the risk/spread of Covid 19.

**Concerts:** Parents are escorted to the hall or classroom by school staff

**Contractors/Building Works:** Contractors only after school hours/**1 page policy to be signed by all contractors/** Construction site to be cordoned off and onsite staff are made aware of our Child Safeguarding policy. Child safeguarding meeting to be held. **Record of this meeting to be signed by both parties.** Contractors to have no contact with children. Vetting of workers. All contractors to sign in/out.

**Multi – Sensory Room:** Adults must accompany children to Multi-sensory room. Ideally 2 adults will go into the room, however in some cases this is not possible. In these situations there should be no fewer than 2 children in the room.

**Management of provision of food and drink –** the school employs two people to disperse and collect food/drink. Both are vetted, have undertaken the necessary courses and have been provided with a copy of the Child Safeguarding Statement.

**After school use of school premises by other organisations –** each organisation has their

own Child Safeguarding Statement and the BOM keeps a copy of it on file. The organisations have a copy of the School's Child Safeguarding Statement.

**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.