

St. Raphaela's Primary School



Child Safeguarding Statement

St. Raphaela's N.S. (Roll No.: 17470 I) is a Primary School providing education to girls 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 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. Raphaela'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: Laura Corry, Principal
- 3 The Deputy Designated Liaison Person (Deputy DLP) is: Maria Doheny, Deputy Principal
- 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. The school will adhere to the following principles of best practice in child protection and welfare, and will :
 - a. recognise that the protection and welfare of children is of paramount importance, regardless of all other considerations
 - b. fully comply with its statutory obligations under the Children First Act 2015 and other relevant legislation relating to the protection and welfare of children
 - c. fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters
 - d. 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
 - e. develop a practice of openness with parents and encourage parental involvement in the education of their children; and
 - f. fully respect confidentiality requirements in dealing with child protection matters
- 5 The following procedures/measures are in place:
 - a. 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
 - b. 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
 - c. 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.
- d. 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
- e. 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.
- 6 All registered teachers employed by the school are mandated persons under the Children First Act 2015
- 7 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. This was reviewed and updated at a Staff Meeting on 11th February 2020, and reviewed by Board Members on 18th February 2020.
- 8 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
- 9 This statement has been published on the school's website. A hard copy of this statement is available to parents and guardians upon request. It is available in the school foyer. A hardcopy is provided to all teaching and non-teaching staff within the school, and to all After-School Club coaches and organisers. It is provided to the Parent Association and Patron.. A copy of this Statement will be made available to Tusla and the Department if requested.
- 10 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 18th February, 2020.

Original signed by Chairperson and Principal- Available from School Office

Written Assessment of Risk

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. Raphaela's N.S.

1. List of school activities

- Daily arrival and dismissal of pupils
 - Children arriving before 8a.m. to Mass in Convent Chapel
 - Children arriving in school yard before 8.30a.m.
 - Children arriving with parents / guardians after 8.50a.m.
 - Dismissal of children at Home time
 - Children attending after-school activities
- Recreation breaks for pupils
- Supervision for Break and Lunch (dry and wet days)
- Classroom teaching
- One-to-one teaching in Learning Support Settings
- Outdoor teaching activities
- Access by members of public to Campus grounds
- Access by adult students living on Campus
- Sporting Activities
- Supplementary teaching provided by Sports organisations (e.g. Kilmacud Crokes for Gaelic Football and Camogie)
- After school sporting activities : supervision
- Supervision of Sporting Events / Matches
- Transport to Sporting activities being provided by parents
- Use of external personnel to supplement PE curriculum
- School outings and Tours
- Use of toilet/changing/shower areas in schools
- Annual Sports Day
- Fundraising events involving pupils
- Care of children with special educational needs, including toileting.
- 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
- Care of pupils with specific vulnerabilities/ needs e.g. pupils from ethnic minorities / migrants, and pupils of minority religious faiths.
- 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
- Participation by pupils in religious ceremonies

Use of Information and Communication Technology by pupils in school

- Application of sanctions under the school's Code of Behaviour
- Secondary School 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

Afterschool activities provided by external personnel (Drama, Spanish Music, Dancing, Athletics)

Afterschool activities provided by school personnel (Homework Club, French Club, Recorder, Sewing Club, Yoga, Debating, Athletics, Dance, Art Club)

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 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 or other person while child participating in out of school activities e.g. school trip, swimming lessons
- Risk of harm due to bullying of child
- Risk of harm due to inadequate supervision of children in school
- Risk of harm due to inadequate supervision of children while attending out of school activities
- Risk of harm due to inappropriate relationship/communications 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
- Risk of harm to child while a child is receiving intimate care
- Risk of harm due to inadequate code of behaviour
- Risk of harm in one-to-one teaching
- Risk of harm caused by member of school personnel communicating with pupils in appropriate 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

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* (annually when updated and approved by Board of Management)
- The *Child Protection Procedures for Primary and Post-Primary Schools 2017* are made available to all school personnel
- All Teachers were provided with a hard copy of the *Child Protection Procedures for Primary and Post-Primary Schools 2017* with Chapters 3 and 4 being discussed and minuted at Staff Meeting (in September 2019). This document will be made available to any additional teachers who are employed subsequent to this date.
- 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*
- The school implements in full the revised Stay Safe Programme for all classes from Junior Infants- Sixth Class
- The school implements in full the SPHE curriculum, with an agreed two year programme to fulfil the curricular obligations
- 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* that is reviewed at least biennially by Staff and Board of Management (minuted in January meeting for review in Term Three 2020)
- The school has a 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. that is reviewed annually by staff (revised in 2018, and will be again in 2020)
- The school has procedures in respect of school outings contained within Teacher Information Booklet and the School Tours Policy and Supervision Policy (developed in 2018)
- The school has a Health and Safety Policy
- The school adheres to the requirements of the Garda Vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting
- The school complies with the agreed disciplinary procedures for teaching staff
- The school has a Special Educational Needs policy reviewed in 2019
- The school has procedures in place for pupils who require help with Toileting / accidents
- The school has in place a policy and procedures for the administration of medication to pupils
- The school:
 - Ensures that the Child Safeguarding Statement is made available to all members of the School community
 - Encourages staff to avail of non-mandatory in addition to the mandatory training
 - Encourages Board of Management members to avail of relevant training
 - Maintains records of all Staff and Board of Management member training

- The school has in place a First Aid policy
- The school has in place a Code of Behaviour for pupils
- The school has in place an Acceptable Use Policy in place in respect of the usage of ICT by pupils and school personnel
- The school has in place a Mobile Phone procedures included in the AUP in respect of usage of mobile phones by pupils and Personnel
- The school has in place a Critical Incident Management Plan which was developed in 2018 with ISLM team
- The school has in place procedures for the use of external sports coaches
- The school has in place procedures for one-to-one teaching activities
- The school has developed procedures in respect of Student Teacher placements
- The school has procedures for Teachers to follow in respect of Secondary School students undertaking work experience in the school during the School for those under 16 (not Garda Vetted) and those over 16 (Garda Vetted before beginning)

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 18th February 2020
It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.