

# CHILD SAFEGUARDING STATEMENT AND RISK ASSESSMENT



St Lachteen'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 Lachteen'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 CON MCDONNELL
- 3 The Deputy Designated Liaison Person (Deputy DLP) is KEVIN O'SULLIVAN
- 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.

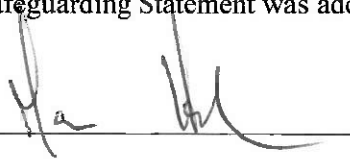
- 5 The following procedures/measures are in place:
  - In relation to any member of staff who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child attending the school, the school adheres to the relevant procedures set out in 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 school'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 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 3/2/2022

Signed:   
 Chairperson of Board of Management  
 Date: 3/2/22

Signed:   
 Principal/Secretary to the Board of Management  
 Date: 3/2/22

## Child Safeguarding Risk Assessment

### Written Assessment of Risk of St. Lachteen's National School

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. Lachteen's National School.

#### 1. List of School Activities.

- Daily activities to educate the children in line with the National Curriculum. Lessons may be conducted through whole class teaching, co-teaching, small group teaching and withdrawal teaching.
- Visiting teachers to the school, eg GAA coach, athletics coach, drama teacher, historians, etc.
- School based activities off campus, eg swimming lessons, visits to church, using local community facilities, sports events, school tours, etc.
- After school club run on the school premises with school staff or independent businesses, eg art, music, etc.
- Engagement with representatives of local initiatives, eg Cork Sports Partnership, Fitness Ireland, Junior Entrepreneur Programme, etc.
- School events, eg Sports Day, Wellness Week, Seachtain na Gaeilge, etc.
- Parental involvement in school, eg fundraisers, Easter egg hunt, Grandparents Day, etc.

#### 2. The school has identified the following risk of harm in respect of these activities:-

Risk Identified	Risk of Harm
School based bullying, verbal, physical or psychological	<ul style="list-style-type: none"> <li>• Risk of child being harmed in the school by another child.</li> <li>• Risk of harm due to the bullying of child.</li> </ul>
School personnel	<ul style="list-style-type: none"> <li>• Risk of child being harmed in the school by a member of school personnel.</li> <li>• Risk of harm in one-to-one teaching.</li> </ul>
Interaction with visitors to the school	<ul style="list-style-type: none"> <li>• Risk of harm due to inadequate supervision of children in the school.</li> <li>• Risk of harm due to an inappropriate relationship/communication between child and an adult visitor.</li> </ul>
School events held outside the school grounds, eg school tours, swimming lessons, sports events, concerts, etc.	<ul style="list-style-type: none"> <li>• Risk of harm due to inadequate supervision of children while attending out of school activities.</li> <li>• Risk of child being harmed by a member of school personnel, a member of staff of another</li> </ul>

	organisation or other person while child is participating in out of school activities, eg school trip, swimming lessons.
After-school clubs: drop-off, staff, collection.	<ul style="list-style-type: none"> <li>• Risk of child being harmed in the school by a member of staff.</li> <li>• Risk of child being harmed in the school by another child.</li> <li>• Risk of harm due to inadequate supervision of children while attending out of school activities.</li> </ul>
School collection time	<ul style="list-style-type: none"> <li>• Risk of harm due to inappropriate relationship/communications between child and another child or adult.</li> </ul>
Storage or publication of photos of children	<ul style="list-style-type: none"> <li>• Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner.</li> </ul>
Withdrawal of children from class/yard	<ul style="list-style-type: none"> <li>• Risk of child being harmed by a member of school personnel.</li> <li>• Risk of harm to child while receiving intimate care.</li> <li>• Risk of harm to children with SEN who have particular vulnerabilities.</li> </ul>
Lack of healthy lunch or insufficient lunch.	<ul style="list-style-type: none"> <li>• Risk of harm to child not being recognised by school personnel.</li> <li>• Risk of harm not being reported properly and promptly by school personnel.</li> </ul>
Children presenting with social, emotional, behavioural or medical needs in school	<ul style="list-style-type: none"> <li>• Risk of harm to children with SEN who have particular vulnerabilities.</li> <li>• Risk of harm in one-to-one teaching or counselling.</li> </ul>
Late drop offs, early collection, late pick up, punctuality, attendance.	<ul style="list-style-type: none"> <li>• Risk of harm not being reported properly and promptly by school personnel.</li> </ul>
Exposure to inappropriate online content	<ul style="list-style-type: none"> <li>• Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school.</li> </ul>
Accidents and injuries on site	<ul style="list-style-type: none"> <li>• Risk of harm of child being deliberately harmed in the school.</li> </ul>
Classroom teaching	<ul style="list-style-type: none"> <li>• Risk of child being harmed in the school by another child.</li> <li>• Risk of child being harmed in the school by a member of school personnel.</li> <li>• Risk of harm due to bullying of child.</li> <li>• Risk of harm due to inadequate supervision of children in school.</li> </ul>
Principal's Office	<ul style="list-style-type: none"> <li>• Risk of child being harmed in the school by a member of school personnel.</li> </ul>
Milk Room	<ul style="list-style-type: none"> <li>• Risk of child being harmed in the school by a member of school personnel.</li> <li>• Risk of child being harmed in the school by another child.</li> </ul>

<p>Care of pupils with specific vulnerabilities/needs such as:-</p> <ul style="list-style-type: none"> <li>▪ Pupils from ethnic minorities/migrants.</li> <li>▪ Members of the travelling community.</li> <li>▪ LGBT children or pupils perceived to be LGBT.</li> <li>▪ Pupils of minority religious faiths.</li> <li>▪ Children in care/CPNS.</li> </ul>	<ul style="list-style-type: none"> <li>• Risk of harm to children with SEN who have particular vulnerabilities.</li> <li>• Risk of children being harmed in the school by another child.</li> <li>• Risk of child being harmed by a member of school personnel.</li> </ul>
<p>Students partaking in transition year work experience in the school or teaching placement or SNA placement.</p>	<ul style="list-style-type: none"> <li>• Risk of child being harmed in the school by volunteer or visitor to the school.</li> </ul>

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

<ul style="list-style-type: none"> <li>• Anti-bullying policy in every classroom.</li> <li>• Anti-bullying policy on our school website to inform parents.</li> <li>• Promotion of a culture of openness and respect in which students can approach staff to discuss concerns and worries.</li> <li>• Programmes as part of SPHE curriculum, Stay Safe, RSE, etc.</li> <li>• Supervision is provided to ensure codes are being followed.</li> </ul>
<ul style="list-style-type: none"> <li>• Teaching staff, ancillary staff, cleaner and secretary are Garda Vetted.</li> <li>• All teachers are registered with the Teaching Council.</li> <li>• Glass panels are installed in the doors of classrooms in the school.</li> <li>• Children not allowed into toilet areas when cleaning is taking place. Cleaning trolley is placed across the door to alert children.</li> </ul>
<ul style="list-style-type: none"> <li>• Front entrance to the school has a magnetic lock and so visitors must be provided with access by a staff member.</li> <li>• Invited, once off visitors and guest speakers to the school are accompanied by a staff member during their visit when with pupils.</li> <li>• Deliveries to the school, eg cleaning supplies, post, etc. will be dropped inside door of school.</li> <li>• Salespersons make appointment with secretary before visiting school.</li> <li>• Regular visitors to the school, eg external teachers, sports teachers, etc. are Garda Vetted or a copy of their Garda vetting is provided to the school.</li> <li>• Persons administering external programmes (eg GAA) through another body will provide the school with a copy of their Garda Vetting and any appropriate insurance when initially booked.</li> </ul>
<ul style="list-style-type: none"> <li>• Children are supervised by staff members during all school events in which visitors are invited into the school. (These may include Wellness Week, Sports Day, School Performances).</li> <li>• Outside professionals observing or carrying out assessments other than those employed by the HSE will be asked to provide in date Garda Vetting, identification and written parental permission.</li> </ul>
<ul style="list-style-type: none"> <li>• Pupil-teacher ratio is reduced for school tours to maximise the supervision of children.</li> <li>• Pupils are supervised by staff when alighting from bus and when initially introduced to instructors.</li> <li>• Children will go in pairs to the toilets in the out-of-school establishment.</li> <li>• Changing rooms are monitored by staff when in use by children, eg swimming lessons, sports events.</li> </ul>

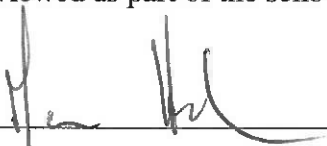
<ul style="list-style-type: none"> <li>• Parental consent is provided before children leave the school to attend any events.</li> </ul>
<ul style="list-style-type: none"> <li>• Homework club teacher stays in his/her room as children attending that session arrive. Another teacher walks the remainder pupils out to the gate.</li> <li>• External teachers : Teachers provide the school with copies of their insurance, Garda vetting, hire and use form, etc.</li> </ul>
<ul style="list-style-type: none"> <li>• Junior and Senior infants are handed over one by one at the school gate or at classroom door by school personnel.</li> <li>• 1<sup>st</sup> to 6<sup>th</sup> classes are accompanied to gate by teacher.</li> <li>• If an adult appears to be under the influence of drugs or alcohol when they come to collect a child from school, they are not released by the class teacher. Gardaí may be contacted. This would be reported to the DLP or the DDLP immediately.</li> </ul>
<ul style="list-style-type: none"> <li>• Written parental permission to take photos of children is obtained on enrolment form.</li> <li>• Class teachers are made aware of any children in his/her class who do not have permission to be in school photos.</li> <li>• Photos of children taken by staff will be for school use only.</li> <li>• Children's names are not published with photos uploaded to the school website.</li> <li>• Children are not permitted to use electronic devices (eg iPads, cameras, personal devices) unless under the supervision of an adult.</li> </ul>
<ul style="list-style-type: none"> <li>• Glass panels are installed in the doors of all classrooms and in the sensory room in the school.</li> <li>• Parents are informed and provided written consent if children are at school support or school support plus.</li> <li>• If the school is informed of a child needing assistance with toileting, two adults will accompany and assist the child.</li> <li>• Adults are not permitted to go into a toilet with a child alone.</li> <li>• Children are encouraged to go to the toilet during class time.</li> <li>• During break time, all children are required to ask permission from the supervising teacher. Children in Junior and Senior Infants go to the bathroom in pairs and all children report back to the teacher/SNA when they are outside again.</li> <li>• Consent is obtained on enrolment form for any assistance required with toileting that is needed.</li> </ul>
<ul style="list-style-type: none"> <li>• If a child is not provided with any lunch in school, the school may phone the parent/guardian if necessary. The school may provide a small snack.</li> <li>• If a child is regularly provided with insufficient lunch, the teacher discusses it with the parents in the first instance.</li> <li>• If a child regularly has not lunch or insufficient lunch and the situation does not improve after speaking with the parents, the class teacher informs the DLP or the DDLP.</li> </ul>
<ul style="list-style-type: none"> <li>• Concerns relating to social, emotional, behavioural or medical needs are communicated to parents by phone, note in journal, at collection time or through formal meetings.</li> <li>• Children, if needed, are provided with additional support in school through the model of the Continuum of Support.</li> <li>• The school may recommend onward referral (eg to the Primary Care Team, the School Age Disability Team, NEPS, GP or CAMHS) for children presenting with significant needs.</li> <li>• Significant concerns are raised with the DLP or DDLP.</li> <li>• The Administration of Medication Policy is in place. A copy of this is on the school website.</li> <li>• Individual Medical Plans will be formed for certain students.</li> </ul>

<ul style="list-style-type: none"> <li>• Concerns in relation to timekeeping/punctuality will be reported to parents at Parent Teacher meetings and on the end of year report.</li> <li>• Children's attendance at school will be monitored on the roll book, with absence notes requested for any missed days.</li> <li>• In instances of absences of 14 days or more, the class teacher reports to Deputy Principal and the Deputy arranges for parents to be contacted.</li> <li>• Significant attendance concerns of 20 days or more are reported to TUSLA&gt;</li> <li>• Where possible, teachers should be informed in advance if children are to be collected early from or dropped late to school. In all instances, children must be signed out by a parent-approved adult in the Sign Out Book.</li> <li>• If an unknown adult comes to collect a child early and the school has not been informed beforehand by parents, the parents are phoned to confirm the child has permission to go with that adult.</li> </ul>
<ul style="list-style-type: none"> <li>• Use of electronic devices in school is guided by the school's Acceptable Usage Policy.</li> <li>• Use of electronic devices, eg iPads, laptops, cameras, etc. is monitored and supervised by adults.</li> <li>• School internet is provided by PDST Technology in Education which is monitored for inappropriate content and unsuitable websites blocked.</li> <li>• Interned safety lessons taught from 3<sup>rd</sup> to 6<sup>th</sup> Class.</li> </ul>
<ul style="list-style-type: none"> <li>• Accidents and injuries that occur on site shall be managed in accordance with the Accident and Injury Policy.</li> <li>• Staff to be familiar with this policy.</li> <li>• A copy of this policy is available on request.</li> </ul>
<ul style="list-style-type: none"> <li>• Teachers follow the Professional Code of Conduct as set out by the Teaching Council.</li> <li>• All classrooms, the Principals Office, the secretary's office, the milk room, SET rooms and the sensory room have a glass panel on the door.</li> <li>• If the need arises for the classroom teacher to leave his/her room, the door will remain open and a colleague will be informed so as to supervise the class until the teacher returns.</li> </ul>
<ul style="list-style-type: none"> <li>• If a child leaves the classroom to perform a task requested of them by the teacher, they will do so in pairs.</li> <li>• Children who leave the classroom are not permitted to enter into rooms that do not have a glass panel on them, ie storage rooms or cleaning closet.</li> </ul>
<ul style="list-style-type: none"> <li>• The Principals Office has a glass panel on the door.</li> </ul>
<ul style="list-style-type: none"> <li>• When meetings are not in progress, both the meeting room and milk room door must be kept open.</li> </ul>
<ul style="list-style-type: none"> <li>• All school personnel promote a culture of inclusivity and respect.</li> <li>• All children are taught SPHE as part of the curriculum to foster an inclusive environment.</li> <li>• Specific programmes such as Stay Safe, RSE, etc. are taught to develop respect for other individuals.</li> </ul>
<ul style="list-style-type: none"> <li>• The school will complete the Joint Agreement and follow any guidelines as outlined by the CPSMA in respect to students over 16 years of age who complete work experience in St. Lachteen's.</li> <li>• Relevant paperwork from the training colleges will be requested prior to any student undertaking placement in St. Lachteen's NS.</li> </ul>


**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 risk identified. While it is not possible to foresee and remove all risks of harm, the school has in place the procedures listed in this risk assessment to manage and reduce risk to the greatest possible extent.

The risk assessment has been completed by the Board of Management on 3/2/22. It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed:   
Chairperson, Board of Management

Date: 3/2/22

Signed:   
Principal/Secretary to the Board of Management

Date: 3/2/22