

ST. PATRICK'S NATIONAL SCHOOL
POLICY DOCUMENT



Policy Title	Child Safeguarding Statement
Reference	
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Colgagh,
Calry,
Co. Sligo.
F91 DP48

Principal: David Gallagher
Deputy Principal: Ms. Deirdre Moylan

Mandatory Template 1: Child Safeguarding Statement and Risk Assessment Template

Child Safeguarding Statement

St. Patrick's National 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 (revised 2023) and Tusla Guidance on the preparation of Child Safeguarding Statements, the Board of Management of St. Patrick's National 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 (revised 2023)* as part of this overall Child Safeguarding Statement
- 2 The Designated Liaison Person (DLP) is **David Gallagher**
- 3 The Deputy Designated Liaison Person (Deputy DLP) is **Deirdre Moylan**
- 4 The Relevant Person is **David Gallagher**
(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. This person can also be the DLP)
- 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 25th October 2023.

This Child Safeguarding Statement was reviewed by the Board of Management on 25th October 2023.

Signed: _____

Signed: _____

Chairperson of Board of Management

Principal/Secretary to the Board of Management

Date: _____

Date: _____

Child Safeguarding Risk Assessment

Written Assessment of Risk of St. Patrick's National School, Calry, Sligo

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 (revised 2023)*, the following is the Written Risk Assessment of [name of school].

1. List of school activities

- Training of school personnel in Child Protection matters
- One to one teaching, including support teaching
- One to one counselling
- On-line teaching and learning remotely
- Care of children with special needs including intimate care needs
- Children with medical needs
- Children from a minority religion
- Toilet areas
- Curriculum provision in respect of SPHE, RSE, Stay Safe
- LGBTQ+ children/pupils perceived to be LGBTQ+
- Daily arrival and dismissal of pupils
- Managing of challenging behaviour amongst pupils, including appropriate use of restraint
- Sports coaches
- Students/Student teachers participating in work experience
- Mid-morning/lunch breaks or movement breaks for pupils
- Volunteers/Parents/Fun-Day/Drama/Music
Teachers/Companies/Photographer/Contractors/Musicians
- Afterschool Clubs
- Classroom teaching
- Outdoor teaching activities/facilities
- Sporting activities/school outings/Off site facilities
- Annual Sports/Fun day
- Fundraising events involving children
- Use of off-site facilities for school activities
- Administration of medicine/first aid
- Prevention and dealing with bullying amongst pupils
- Use of external personnel to supplement curriculum

- Recruitment of school personnel including - teachers, snas, caretaker, secretary, cleaner, sport coaches, external tutors, guest speakers, volunteers/parents in school activities, visitors/contractor present in school during school hours
- Use of ICT by pupils in school
- Use of video/photography/other media to record school events
- Walking along the path to and from the church
- Visit to the sensory room

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

- Harm not recognised or reported promptly
- Harm by school personnel/adults
- Inappropriate behaviour
- Lack of awareness and understanding by pupil due to non-teaching of SPHE, RSE, Stay Safe
- Bullying
- Harm from older pupils, unknown adults on the playground
- Injury to pupils and staff
- Harm to pupils
- Harm by work experience pupil
- Harm to pupil by student/student teacher/coach or other individual
- Harm by pupil to self
- Harm by adult unknown to children
- Injury to pupils or staff
- Inadequate supervision
- 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 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 prolonged periods of time.
- Risk of harm and lack of awareness due to potential language barrier and reduced understanding

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

- Child Safeguarding Statement & DES procedures made available to all staff
- DLP & DDLP attend PDST training
- All Staff viewed Túsla training module & any other online training offered by PDST
- BOM records all records of staff and board training - request Tusla e-learning certificates.
- BOM encouraged to avail of relevant training
- 1:1 teaching policy in place
- Consent required from parents to engage with SET teachers and OT programmes
- Table between teacher/SNA and pupil
- Glass in doors
- Any pupil requiring intimate care needs will have one or two staff members present at all times depending on the age of the child.
- Toileting/Accidents: Child removes own clothing unassisted where possible. Teacher/SNA will clean the child if necessary. Door remains ajar. Child dresses again unassisted where possible.
- Children who present with toileting needs need to be identified on enrolment form.
- Door to be left slightly ajar.
- Outside agencies involved prior to child coming to school need to be recorded on enrolment form.
- Intimate care policy in place
- Supervision policy including usage of facilities
- One child at a time toilet policy with permission from teacher required
- Pupil toilets are in classroom
- School implements SPHE, RSE and Stay Safe curricula in full
- Teachers document what has been covered using the shared link from google documents
- Highlight any shortfall/areas not covered during transfer of information to next class teacher.
- Anti-bullying policy
- Code of Behaviour & School Rules
- Sports Code of Conduct
- Participation consent from parents
- Arrival and dismissal supervised by teachers
- Health and safety policy
- Garda vetting - all staff/visitor/student teachers/coaches/teachers/SNA's/parents/volunteers/caretaker
- Child Safeguarding Statement
- Yard and classrooms supervised by teacher and SNA's
- Professional code of conduct for teachers
- School complies with agreed disciplinary procedures for staff
- Children supervised at all times by teachers/SNA/parents
- Class teacher remains with visiting coaches/teachers
- Visitors arranged for after school hours where possible
- Where lifts to matches are required, parents will organise between themselves
- Pupils change for sporting events at home before school
- Children will wear Christmas play costumes to school and only items such as wings/props to be attached in school
- Minimum of two adults - teacher/SNA to attend each event
- Work experience/Student teacher policy
- Administration of medicines and first aid policy
- Vetting procedures during recruitment process
- Acceptable Use Policy

- Parental consent sought to use pupil photos - see admissions policy and enrolment form
- Restraint policy - Front door can be locked
- If child requires restraint, parents will be contacted immediately
- Other children will be removed to ensure their safety
- Intervention to protect the child from posing a risk to their own safety may be necessary
- Meet with parents to agree measures to be taken if event arises
- Photography to take place in school library allowing full visibility to monitor & teachers across from library keep their doors open
- Check Safeguarding Statement prior to booking events/tours and check levels of supervision for tours
- All staff trained in CPR
- Children to be collected from classroom door only
- Children not permitted to go to any other area within the school grounds without supervision/prior permission
- An additional member of staff is always informed if specific measures being taken e.g. Cleaning following accident/Toileting/Isolation Area/Sensory Room/Movement Break
- Movement breaks are taken in an agreed location and with SNA supervision
- Permission for movement breaks requested will be required from parents
- An SNA and a teacher will be required to accompany children when walking to and from the church

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 (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 [Child Protection Procedures for Primary and Post-Primary Schools \(revised 2023\)](#) require that the Board of Management must undertake a review of its Child Safeguarding Statement and that the following checklist shall be used for this purpose. **The review must be completed every year or as soon as practicable after there has been a material change in any matter to which the Child Safeguarding Statement refers.** Undertaking an annual review will also ensure that a school also meets its statutory obligation under section 11(8) of the Children First Act 2015, to review its Child Safeguarding Statement every two years.

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 <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	
2. Is the Board satisfied that the Child Safeguarding Statement is displayed in a prominent place near the main entrance to the school?	
3. As part of the school's Child Safeguarding Statement, has the Board formally adopted, without modification, the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	
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)	
5. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	
6. Has the Risk Assessment taken account of the risk of harm relevant to online teaching and learning remotely?	
7. Has the DLP attended available child protection training?	
8. Has the Deputy DLP attended available child protection training?	
9. Have any members of the Board attended child protection training?	
10. Has the school appointed a DLP and a Deputy DLP?	
11. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	
12. Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	
13. Is the Board satisfied that all school personnel have been made aware of their responsibilities under the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> and the Children First Act 2015?	
14. Has the Board received a Principal's Child Protection Oversight Report (CPOR) at each Board meeting held since the last review was undertaken?	
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?	
16. Since the Board's last review, has the Board been provided with and reviewed all records relevant to the CPOR?	
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?	

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?	
19. Have the minutes of each Board meeting appropriately recorded the CPOR?	
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?	
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?*	
22. Where applicable, were unique identifiers used to record child protection matters in the Board minutes?	
23. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	
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 <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	
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 <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> were subsequently issued by the DLP?	
26. Has the Board ensured that the Parents' Association (if any), has been provided with the school's Child Safeguarding Statement?	
27. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	
28. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	
29. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)	
30. Has the Board ensured that the Wellbeing Programme for Junior Cycle students is implemented in full in the school? (applies to post-primary schools)	
31. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	
32. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *	
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?*	
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)?*	
35. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	
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 <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	
37. Has the Board sought the feedback of pupils in relation to the school's child safeguarding arrangements?	
38. Is the Board satisfied that the ' <i>Child Protection Procedures for Primary and Post Primary Schools Post-Primary Schools (revised 2023)</i> ' are being fully and adequately implemented by the school?	
39. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	
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?	
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?	

*In schools where the ETB is the employer, the responsibility for meeting the employer's requirements rests with the ETB concerned. In such cases, this question should be completed following consultation with the ETB.

Signed _____ Date _____

Chairperson, Board of Management

Signed _____ Date _____

Principal/Secretary to the Board of Management

Note: Where a school is undertaking its first review, references in this checklist to the "last review" shall be taken to refer to the date on which the Child Safeguarding Statement was first put in place.

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

To: _____

The Board of Management of _____ 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

OPTIONAL TEMPLATE A:

Child Protection – Record of how the allegation and/or concern came to be known to the DLP and record of DLP’s phone call seeking advice of Tusla (Sections 5.1.1 and 5.3.3)

Part A – Record of how the concern came to be known to the DLP

Date:		Name of child:	
DLP’s record of how the concern came to be known to the DLP:			
Signed by DLP:		Date:	

Part B – Record of DLP’s phone call seeking the advice of Tusla (where relevant)

Date:		Time:	
Name of Social Worker, title and contact details:			
Details of information provided to the Tusla Social Worker in respect of the concern (including whether or not any identifying details were provided):			
Advice provided by Tusla in relation to whether or not to report the concern or whether or not to report the concern as a mandated report:			
Any other information or advice provided by Tusla:			
Signed by DLP:		Date:	
Signed by member of school personnel (where applicable)		Date:	

OPTIONAL TEMPLATE B

Child Protection – Template statement from DLP to a member of school personnel as to the reasons why a report has not been made to Tusla (Section 5.3.8 of the Procedures)

Dear _____ (*member of school personnel's full name*)

In relation to the concern which you brought to my attention on _____
(*dd/mm/year*), please be advised that I have decided not to report the matter to Tusla for the following reason:

<i>Tick appropriate box</i>	
<input type="checkbox"/>	I have sought advice from Tusla and have been advised by Tusla that the matter does not require reporting to Tusla
OR	
<input type="checkbox"/>	Other reasons

Where the DLP has ticked 'Other reasons', those reasons must be set out below:

If you (member of school personnel) remain concerned about the situation, you are free to consult with Tusla and/or report to Tusla. If you decide to report the concern to Tusla you must provide a copy of that report to me as DLP.

Signed by DLP		Date	
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I acknowledge receiving this statement from the DLP:

Signed by member of school personnel		Date	
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Note – A copy of this statement must be retained by the DLP on the relevant child protection file.

OPTIONAL TEMPLATE C

Record of DLP informing or not informing a parent/carer that a report concerning his or her child is being made (Section 5.3.6 of the Procedures)

Part A: Applicable where the DLP has informed the parent/carer that a child protection concern report concerning his or her child is being made to Tusla

Name of child:		Name of parent/carer:	
Date and time parent/carer was informed:		Means of informing parent/carer (phone call, meeting etc.)	
<p>On the date and by the means referred to above, I have informed the above named parent/carer that a child protection report concerning his/her child is being made to Tusla and I gave the following reasons for the decision to report:</p>			
Signed by DLP:		Date:	

Part B: Applicable where the DLP has, in accordance with the Children First National Guidance 2017, decided not to inform the parent/carer that a child protection concern report concerning his or her child is being made to Tusla

Name of Child:			
<p>As DLP and in accordance with the Children First National Guidance 2017, I have decided not to inform the parent/carer that a child protection concern report concerning his/her child is being made to Tusla for the following reason(s): <i>[please tick relevant box(es) below]</i></p>			
	(a) I consider that the child will be placed at further risk or		
	(b) I consider that the family's knowledge of the report could impair Tusla's ability to carry out a risk assessment or		
	(c) I am of the reasonable opinion that by doing so it may place the reporter at risk or harm from the family, or		
	(d) I have sought advice from Tusla as to whether the parent/carer should be informed and on foot on that advice I have decided not to inform the parent/carer.		
Signed by DLP:		Date:	

OPTIONAL TEMPLATE D

Template written notification from DLP to a parent where a child protection concern about a member of school personnel has been raised by a parent (Section 5.6.2 of the Procedures)

Name of Parent

Address of Parent

Date of letter

Dear _____ (*name of Parent*)

I am writing to you in relation to an allegation of abuse that you made against a member of school personnel on _____ (*dd/mm/year*). I am the Designated Liaison Person (DLP) for child protection matters in the _____ (*insert school name*).

Section 5.6 of the [Child Protection Procedures for Primary and Post-Primary Schools \(revised 2023\)](#) requires that where a parent of a pupil in the school makes an allegation of abuse (as described in chapter 2 of the procedures) against a member of school personnel, the DLP must issue a written notification to the parent setting out certain matters.

In that regard, any allegation of abuse against a school employee reported to Tusla falls to be dealt with under the relevant procedures set out in chapter 7 “Allegations of Suspicions of Child Abuse regarding School Employees” of the *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)* and, as applicable, under relevant employee disciplinary procedures and therefore shall not be dealt with under the school’s parental complaints procedures.

In accordance with the requirement of section 5.6, I am writing to inform you that –

(*insert relevant text from options 1,2 or 3 below*)

1. As DLP, I have reported the matter to Tusla **OR**
2. As DLP, I have sought the advice of Tusla on the matter and on foot of that advice I have not reported the matter to Tusla **OR**
3. As DLP, I have determined that the matter did not constitute reasonable grounds for concern as set out under the *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)* and therefore I did not report the matter to Tusla. My reasons for that determination are as follows (*insert reasons below*):

Finally, I must advise you that it is open to you to contact Tusla directly in relation to this matter, should you wish to do so.

Yours sincerely

Name of DLP