

## Mandatory Template 1: Child Safeguarding Statement and Risk Assessment Template (Landscape Version)

### Child Safeguarding Statement

**Holy Family Junior School** is a primary school providing primary education to pupils from Junior Infants to First Class, with a Special Cass for Autism and a Special Class for Speech and Language.

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 **Holy Family Junior 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 **Miriam Lowe** (Principal)
- 3 The Deputy Designated Liaison Person (Deputy DLP) is **Marina Mulqueen** (Deputy Principal)
- 4 The Relevant Person is **Miriam Lowe** (Principal).  
(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. In a school setting the relevant person shall be the designated liaison person.)
- 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](http://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](http://gov.ie) 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](http://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](http://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 **23rd April 2018**.

This Child Safeguarding Statement was reviewed by the Board of Management on **14<sup>th</sup> March 2024**.

Signed: *Allen Flynn*

Chairperson of Board of Management

Signed: *Miriam Lowe*

Principal/Secretary to the Board of Management

Date: **14<sup>th</sup> March 2024**

Date: **14<sup>th</sup> March 2024**

## Child Safeguarding Risk Assessment

### Written Assessment of Risk of Holy Family Junior 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 PostPrimary Schools (revised 2023)*, the following is the Written Risk Assessment of **Holy Family Junior School**.

1. List of school activities.	2. The school has identified the following risk of harm in respect of its activities.	3. The school has the following procedures in place to address the risks of harm identified in this assessment.
Training of school personnel in Child Protection matters	Risk of harm not being recognised or reported promptly	<p>Child Safeguarding Statement and DES procedures made available to all staff</p> <p>DLP and DDLP to attend PDST training remotely</p> <p>All Staff to view Túsla training module and any other online training offered by PDST</p> <p>BOM records all records of staff and board training</p>
Daily arrival and dismissal of pupils	Risk of harm from unknown adults on the playground	<p>Principal/HSCL/Deputy Principal in the yard every morning</p> <p>Teacher welcomes pupils in at classroom door</p> <p>Procedures in place for collection</p> <p>Teacher supervises dismissal of pupils</p>
One to one teaching	Risk of harm by school personnel	<p>School has procedures in place for one-to-one teaching</p> <p>Glass window in doors</p>
Care of Children with special needs, including intimate care needs	Risk of harm by school personnel	<p>Individual care plans for pupils with care needs</p> <p>Written permission from parents –kept in child’s file in the office</p>

Toilet areas	Risk of harm due to inappropriate behaviour	Supervision policy
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<b>1. List of school activities.</b>	<b>2. The school has identified the following risk of harm in respect of its activities.</b>	<b>3. The school has the following procedures in place to address the risks of harm identified in this assessment.</b>
Curricular Provision in respect of SPHE, RSE, Stay safe.	Risk of curricular areas not being taught	School implements SPHE, RSE, Stay Safe in full
Managing of challenging behaviour amongst pupils, including appropriate use of restraint	Risk of injury to pupils and staff	Health & Safety Policy Code of Behaviour Individual care plans for pupils with challenging behaviour
Assembly	Risk of harm if pupil leaves the halla	Supervision Policy
Scoil na nÓg – separate building Halla – separate building	Risk of harm due to unknown adults on the campus	Supervision Policy
Outdoor teaching activities	Risk of harm due to inadequate supervision	Health and Safety Policy Supervision Policy
Sporting Activities	Risk of harm due to inadequate supervision	Supervision Policy
Sports' Day	Risk of harm due to unknown adults on the campus	Supervision Policy
Homework club - Collections	Risk of harm due to unknown adults collecting pupils	CLDC Policy, procedures, guidance and letter to parents SCP letter to parents
Breakfast club	Risk of harm from Breakfast Club personnel	Breakfast Club personnel vetted

Christmas Concert	Risk of harm due to unknown adults on the campus	Supervision Policy
Halloween Parade	Risk of harm due to unknown adults on the campus	Supervision Policy

<b>1. List of school activities.</b>	<b>The school has identified the following risk of harm in respect of its activities.</b>	<b>The school has the following procedures in place to address the risks of harm identified in this assessment.</b>
Break times	Risk of harm	Health and Safety Policy Supervision Policy
Prevention and dealing with bullying amongst pupils	Risk of bullying	Anti-bullying Policy Code of Behaviour
Care of pupils with specific vulnerabilities/needs such as <ul style="list-style-type: none"> <li>• Pupils from ethnic minorities/migrants</li> <li>• Members of the Traveller community</li> <li>• Lesbian, gay, bisexual or transgender (LGBT) children</li> <li>• Pupils perceived to be LGBT</li> <li>• Pupils of minority religious faiths</li> <li>• Children in care</li> </ul>	Risk of bullying	Anti-Bullying Policy Code of Behaviour
Sensory/movement breaks	Risk of harm by school personnel	Supervision Policy

Corridor	Risk of harm by school personnel	Supervision Policy
Integration Links	Risk of harm by school personnel	Supervision Policy
Parent/Teacher meetings	Risk of harm by unknown adults in the school	Supervision Policy

<b>1. 1. List of school activities.</b>	<b>2. The school has identified the following risk of harm in respect of its activities.</b>	<b>3. The school has the following procedures in place to address the risks of harm identified in this assessment.</b>
Administration of First Aid	Risk of harm due to lack of knowledge	Procedures for the administration of First Aid First Aid training for all SNAs
Administration of Medicine	Risk of harm due to lack of knowledge	Policy for the administration of medicines
School outings	Risk of harm due to inadequate supervision	Health and Safety Policy Supervision Policy
School transport arrangements	Risk of harm from unknown adults	Vetting of drivers
Use of video/photography/other media to record school events	Risk of photographs being uploaded to social media	AUP Policy
Use of Information and Communication Technology by pupils in school	Bullying	AUP policy Anti-Bullying Policy Code of Behaviour
Recruitment of school personnel including <ul style="list-style-type: none"> <li>• Teachers</li> <li>• SNAs</li> <li>• Secretary</li> <li>• Caretaker</li> <li>• Cleaner</li> </ul>	Harm not recognised or properly or promptly reported	The school adheres to the requirements of the Garda vetting legislation and relevant DE circulars in relation to recruitment and Garda vetting  Child Safeguarding Statement and DES procedures made available to all staff

<ul style="list-style-type: none"> <li>• Sports coaches</li> <li>• External Tutors/Guest Speakers</li> <li>• Volunteers/Parents in school activities</li> <li>• Visitors/contractors present in school during school hours</li> <li>• Visitors/contractors present during after school activities</li> </ul>		<p>Staff to view Tusla training module &amp; any other online training offered by PDST</p> <p>Visitors (non-staff members) are always accompanied by vetted staff members when in the school</p>
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1. List of school activities.	2. The school has identified the following risk of harm in respect of its activities.	3. The school has the following procedures in place to address the risks of harm identified in this assessment.
Therapists	Risk of harm due to one-to-one counselling	Vetting Procedures Glass window in doors
Student teachers undertaking training placement in school	Risk of harm not being recognised or reported promptly	Vetting Procedures Child Safeguarding Statement Communication with colleges in respect of student teacher placements
Students participating in work experience	Risk of harm not being recognised or reported promptly	Vetting Procedures Child Safeguarding Statement Communication with schools/colleges in respect of work experience
After school use of school premises by other organisations – Afterschool Facility	Risk of harm not being recognised or reported promptly	Confirmation that the management of the Afterschool Facility has drawn up their Child Safeguarding Statement



Online teaching and learning	Risk of harm due to inappropriate use of online remote teaching and learning communication platform.	The school has an Acceptable Use Policy in place, to include provision for online teaching and learning remotely.
Use of tablet devices in the classroom and in the course of the school day.	Risk of harm associated with misuse, abuse of devices and the various associated technologies.	Only appropriate software is installed on these devices. By using Apple classroom management system, teachers can confine pupils into one specific app.
School Completion Programme Summer Camp	Harm to pupils	All SCP workers are qualified and vetted
DES Literacy and Numeracy Summer school-based Programme	Harm to pupils	<ul style="list-style-type: none"> <li>• All teachers and SNAs qualified and vetted.</li> <li>• School-based summer programme overseer supervising the programme</li> <li>• Health and Safety officer on site</li> <li>• Supervision Policy</li> <li>• Code of Behaviour</li> <li>• Health and Safety Policy</li> <li>• Anti-Bullying Policy</li> <li>• Critical Incident Policy</li> <li>• Healthy Eating Policy</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 (revised 2023)*