

Mandatory Template 1: Child Safeguarding Statement and Risk Assessment Template

Child Safeguarding Statement

St. Louis Community School is a post-primary school providing post-primary education to students from First Year to Leaving Certificate Year.

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 Louis Community 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 **Ms. Regina Anderson**
- 3 The Deputy Designated Liaison Person (Deputy DLP) is **Mr. Grahame Cleary**
- 4 The Relevant Person is **Ms. Regina Anderson**
- 5 *(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)*
- 6 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.

- 7 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.

- 8 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.
- 9 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 24th Sept 2024 [date].

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

Signed: Mary Mullarkey
Ms. Mary Mullarkey

Chairperson of Board of Management

Date: 24/09/2024

Signed: Regina Anderson
Ms. Regina Anderson

Principal/Secretary to the Board of Management

Date: 24/09/2024

Child Safeguarding Risk Assessment

Written Assessment of Risk of St. Louis Community School

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 St. Louis Community School.

1. List of school activities

- Daily arrival and dismissal of students
- Travel on school buses
- Recreation breaks for students
- Classroom teaching
- One-to-one teaching
- One-to-one learning support
- One to one counselling, working alone with children
- Outdoor teaching activities
- Online teaching and learning remotely
- Supervised evening study for students
- Supervised homework club for students
- Supervised Lunchtime activities
- Fundraising events involving students.
- Extra-curricular activities such as Sports activities and after school activities (including the use of external Coaches)
- Large assemblies or gatherings
- Co-curricular activities such as Debating, Language clubs, Maths drop in club.
- School Tours trips and outings. This includes overnight trips and foreign travel.
- Outside speakers/presenters visiting the school. This includes the use of outside personnel to supplement the curriculum
- School Ancillary staff working in offices, canteens and as caretakers
- Post Leaving Certificate Students on shared campus.
- Use of toilets/changing/shower rooms
- Intimate care of students with special needs
- Administration of medications
- Administration of First aid
- School open days for prospective students
- Use of off-site facilities for school activities.
- Management of challenging behaviour amongst students
- School transport arrangements including use of bus escorts.
- Prevention and dealing with bullying amongst students
- Training of school personnel in child protection matters
- Care of students with special educational needs, including intimate care where needed.
- Management of challenging behaviour amongst students, including appropriate use of restraint where required
- Care of students with specific vulnerabilities/needs such as students from ethnic minorities migrants, members of the Traveller community, lesbian, gay, bisexual or transgender children

students perceived to be LGBT, students of minority religious faiths, children in care, children on Tusla's Child Protection Notification System and children with medical needs.

- Outside contractors working in the school during the school day and after school hours e.g. plumber/electrician. Outside contractors who may work on more long term projects during the school day
- Recruitment of school personnel including:
Teachers/SNA's, office staff, canteen staff, caretakers/grounds personnel, volunteer parents in school activities such as school musicals/plays
- Use of ICT by students/teachers and other adults in school
- Use of ICT from remote teaching and learning.
- Use of Video/Photography and other media to record school events in line with the school's ICT Acceptable Use Policy
- Application of sanctions under the school's Code of Behaviour including detention, confiscation of mobile phones/ICT equipment
- Students participating in work experience both inside and outside school
- Students from the school participating in work experience elsewhere.
- Student teachers undertaking training and placement in the school
- Participation by students in religious ceremonies / religious instruction external to the school
- Outside individuals/groups hiring or using school facilities
- Management of provision of food and drink.
- Curricular provision in respect of SPHE, RSE.
- Use of external personnel to supplement the curriculum.
- Use of external supports to support sports and other extra curricular activities.
- After school use of school premises by other organisations.
- Use of school premises by other organisations during the school day.
- Recruitment of school personnel including; teachers / SNAs, caretakers, clerical officers cleaners, external tutors, guest speakers, volunteers / parents involved in school activities visitors / contractors present in school during school hours, visitors / contractors present during after school activities.

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

- Risk of harm to students in the daily arrival and dismissal of students (Supervision in circulation area from 8:00am, to accommodate those travelling on early buses, Supervision throughout the school from 8:35am onwards)
- Risk of harm whilst travelling on school buses
- Risk of harm during recreation breaks for students
- Risk of harm during classroom teaching.
- Risk of harm during one-to-one teaching; for example teaching of Students with additional needs
- Risk of harm during one-to-one counselling, working alone with children
- Risk of harm during supervised evening study for students
- Risk of harm during homework club for students

- Risk of harm during extracurricular activities such as Sports activities (including the use of external Coaches)
- Risk of harm during School Tours trips and outings. This includes overnight trips and foreign travel.
- Risk of harm with outside speakers/presenters visiting the school This includes the use of outside personnel to supplement the curriculum
- Risk of harm with School Ancillary staff working in offices, canteens and as Caretakers
- Risk of harm whilst using toilets/changing/shower rooms
- Risk of harm during intimate care of students with special needs
- Risk of harm for students who report to the main office as sick
- Risk of harm during administration of medications
- Risk of harm during administration of First aid
- Risk of harm during school open days for prospective students
- Risk of harm during management of challenging behaviour amongst students
- Risk of harm during prevention and dealing with bullying amongst students
- Risk of harm during training of school personnel in child protection matters
- Risk of harm during care of students with specific vulnerabilities/needs such as migrants, members of ethnic minorities, LGBT Gender fluid etc
- Risk of harm with outside contractors working in the school during the school day and after school hours – e.g. plumber/electrician. Outside contractors who may work on more long-term projects during the school day.
Risk of staff / students getting injured from schoolbags left on corridors.
- Risk of harm during recruitment of school personnel including: Teachers/SNA's, Office staff, canteen staff, caretakers/grounds personnel, volunteer Parents in school activities such as school musicals
- Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school
- Risk of harm with use of Video/Photography and other media to record school events
- Risk of harm during application of sanctions under the school's Code of Behaviour including detention, confiscation of mobile phones/ICT equipment etc
- Risk of harm to students participating in work experience both inside and outside school
- Risk of harm to students from student teachers undertaking training and placement in the school
- Risk of harm from outside individuals/groups hiring or using school facilities
- Risk of harm to students using of offsite facilities for school activities
- Risk of harm during transportation of students in school buses and hired commercial buses.
- 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 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 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 racism
- Risk of harm due to inappropriate relationship/communications between child and another child or adult

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 (revised 2023)* are made available to all school personnel
- School Personnel are required to adhere to the *Child Protection Procedures for Primary and Post Primary Schools (revised 2023)* 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 Wellbeing Programme at Junior Cycle
- 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*
- The school will encourage staff to avail of all relevant training in Child Protection.
- The school will encourage The Board of Management members to avail of all relevant training in Child Protection.
- The school implements in full the SPHE Curriculum, this includes using external appropriate speakers
- The school has a yard supervision and duty schedule to ensure appropriate supervision of students during, assembly, arrival/dismissal and breaks and in respect of specific areas throughout the school building and grounds.
- The school adheres to the relevant circular for Educational Outings and out of school trips.
- The school has a Health and Safety Policy.
- 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
 - 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.
- The school adheres to and implements fully requirements of the Garda Vetting Legislation (National Vetting Bureau) and relevant DES circulars to recruitment and Garda Vetting.
- The school complies with the agreed disciplinary procedures for teaching staff.
- The school has a Special Education Needs Policy.
- The school has in place clear procedures for students who leave class and report to the Main Office, due to illness or emotional distress.
- The school has in place a policy for the administration of medication to students.
- The school has a policy in place for the administration of First Aid.
- The school has a Code of Behaviour Policy for students.

- The school has an ICT Acceptable Use Policy in respect of ICT usage by students and all staff, to include provision for online teaching and learning remotely, and has communicated this policy to parents.
- Students are encouraged to put their school bags on the racks provided.
- The school has a Mobile Phone Policy in respect of usage by students.
- The school has a Trauma/Crisis Response Plan
- The school has a Special Needs Assistants policy.
- The school has in place clear procedures for one-to-one teaching.
- The school has in place clear procedures for one-to-one counselling.
- The school has an induction programme in respect of student teachers.
- The school has an induction programme for all Adult Education students.
- The school has a policy and procedures in place in respect of students work experience either within the school or with an external organisation.

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.